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(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 3, 1945

Brookford

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

WAR SERVICES HANDBOOK LETTER NO. 10

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

C. M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Enclosures

WRC 113, 114, 115, 116, 120

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 29, 1945

WAR SERVICES HANDBOOK LETTER NO. 10

Subject: (1) Revisions in Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government (Form WS-7). Secs. 41-00 thru 41-30

(2) Revisions in Instructions for War Services Data Form (Form WS-9). Sec. 44-00

The attached revisions 12 thru 16 of Chapter IV, Reporting Procedures, are to be entered in your copy of the War Services Handbook and the revision numbers cancelled on the ~~attached~~ reissued separator for the revised chapter. The attached Form WS-7 is to be inserted in place of the obsolete Form WS-7.

The monthly statistical report on the Enemy Alien Program (Form WS-7) has been revised in order to provide a separate count of the number of case summaries referred by the War Relocation Authority for investigation, as distinguished from families and individuals receiving direct service. To do this, the following changes have been made in the report:

(1) Section A has been arranged to provide a count of WRA referrals (case summaries) received and investigations begun during the month. Section B (formerly Section A) will be used to count only direct applications for service and/or assistance.

(2) The item headed "Cases Receiving Service Only" has been divided into two columns to show WRA case summary referrals under investigation and cases receiving direct service.

Otherwise the report is unchanged.

Instructions for the War Services Data Form (Form WS-9) have been changed to clarify the reporting of case summaries referred by the War Relocation Authority for investigation. The form itself is not being revised at this time.

An initial supply of the revised Form WS-7 is being sent the counties. We ask that the counties use the new form to report activity during June (or the first month thereafter in which activity occurs.)

Any case summaries referred by the WRA (or through the SDSW) for investigation which have not been previously reported in the monthly statistical report Form (WS-7) should be included in the June report and War Services Data Forms for such cases should accompany the report.

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

MONTHLY STATISTICAL REPORT ON SERVICES AND ASSISTANCE TO ENEMY ALIENS AND OTHER PERSONS IN NEED BECAUSE OF RESTRICTIVE ACTION OF THE FEDERAL GOVERNMENT

REPORT FOR MONTH OF _____ COUNTY _____

A. CASE SUMMARY REFERRALS FROM WAR RELOCATION AUTHORITY

1. CASE SUMMARY REFERRALS RECEIVED DURING MONTH..... _____
2. INVESTIGATIONS OF REFERRALS BEGUN DURING MONTH..... _____

B. REQUESTS FOR SERVICE AND/OR ASSISTANCE DURING MONTH

3. REQUESTS RECEIVED DURING MONTH..... _____
4. REQUESTS ACTED ON DURING MONTH (SUM OF 4A AND 4B)..... _____
   A. ACCEPTED FOR SERVICE AND/OR ASSISTANCE..... _____
   B. REJECTED OR OTHERWISE DISPOSED OF..... _____

C. CASES RECEIVING SERVICE ONLY DURING MONTH

	WRA REFERRALS UNDER INVESTIGATION	CASES RECEIVING DIRECT SERVICE
5. TOTAL CASES RECEIVING SERVICE ONLY (SUM OF 5A, 5B, AND 5C).....		
A. IMMIGRATION AND NATURALIZATION SERVICE CASES.....	XXXXXXXXXXXXXX	
B. WAR RELOCATION AUTHORITY CASES.....		
C. OTHER CASES.....	XXXXXXXXXXXXXX	

D. CASES RECEIVING ASSISTANCE DURING MONTH

TYPE OF CASE	NUMBER OF CASES RECEIVING ASSISTANCE DURING MONTH			AMOUNT OF ASSISTANCE
	TOTAL I	RECEIVING ASSISTANCE FOR FIRST TIME II	RECEIVED ASSISTANCE IN A PREVIOUS MONTH III	IV
6. CASES RECEIVING ASSISTANCE (6A + 6B + 6C).....				$
A. IMMIGRATION AND NATURALIZATION SERVICE (SUM OF (1) THROUGH (4)).....				$
(1) PERSONS UNCONDITIONALLY RELEASED OR PAROLED FROM DETENTION OR INTERNMENT OR THEIR DEPENDENTS.....				
(2) PERSONS INTERNED AT LARGE.....				
(3) DEPENDENTS OF PERSONS DETAINED OR INTERNED.....				
(4) OTHER (SPECIFY).....				
.....				
B. WAR RELOCATION AUTHORITY ((5)+(6)).....				$
(5) PERSONS RELEASED FROM A WAR RELOCATION CENTER OR THEIR DEPENDENTS.....				
(6) OTHER (SPECIFY).....				
.....				
C. OTHER (SUM OF (7) THROUGH (9)).....				$
(7) PERSONS VOLUNTARILY EVACUATED FROM A PROHIBITED ZONE OR AREA.....				
(8) PERSONS REMOVED FROM A PROHIBITED AREA UNDER AN INDIVIDUAL EXCLUSION ORDER.....				
(9) OTHER (SPECIFY).....				
.....				

DATE _____ NAME OF PERSON REPORTING _____

TITLE _____

FORM WS-7, REVISED JUNE, 1945

Sec. WS 41-00 Instructions for Monthly Statistical Report on Services and 41-00
WSE Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government Form WS-7

This report relates to the operations of county welfare departments in providing services and assistance in individual situations (as distinguished from controlled mass removals) to enemy aliens and other persons, and the dependents of such enemy aliens and other persons, who are in need because of restrictive action of the Federal Government in the form of removal orders or official announcements that such orders will be issued, regulations governing conduct within designated military, prohibited, or restricted areas, detention of enemy aliens, and interment of enemy aliens. Instructions for the report are in the following sections.

Sec. WS 41-05 Submission of Report - Form WS-7 41-05
WSE

The report is to be prepared monthly by county welfare departments. The original is to be sent to the Division of Research and Statistics, SDSW, in time to be received not later than the eighth of the month following that to which it applies. The first report on Form WS-7 should cover the first month in which the county has had requests or referrals for assistance and/or service under this program, including case summary referrals from the War Relocation Authority (received directly from WRA or through the SDSW). If, in any subsequent month, no operations occur under this program, this fact is to be reported by letter.

The statistical report should be accompanied by a War Services Data Form (Form WS-9) for each case reported in item A2, Investigations of referrals begun during month, and in item B4, Requests acted on during month. In other words, the number of Data Forms submitted should equal the sum of items A2 and B4.

Sec. WS 41-10 Definition of Case - Form WS-7 41-10
WSE

The term "case" as used in this report means an individual or a family group. The term includes: (a) wives, children, or husbands, whether alien or non-alien, of persons affected; and (b) other persons, whether alien or non-alien who are actually dependent upon and have been receiving substantial maintenance from the person affected.

Sec. WS 41-15 Part A. Case Summary Referrals From War Relocation Authority 41-15
WSE Form WS-7

Item 1.—Case summary referrals received during month. Enter the number of case summary referrals received from the War Relocation Authority (either directly from WRA or through the SDSW) on which investigation is requested.

(Section Continued on Next Page)

41-15 (Continued) 41-15

Item 2.--Investigations of referrals begun during month. Enter the number of case summary referrals on which investigation was initiated during the month.

Sec. WS 41-20 Part B. Requests for Service and/or Assistance During Month 41-20
WSE Form WS-7

Item 3.--Requests received during month. Enter the number of direct applications made by families and individuals for service and/or assistance under this program during the month. Enter all such applications regardless of whether a case summary referral for the individual or family has previously been reported in item 1.

Item 4.--Requests acted on during month. Enter the sum of item 4a plus 4b.

Item 4a.--Accepted for service and/or assistance. Enter the number of direct applications by families and individuals accepted for service and/or assistance under this program during the month. Enter all such cases regardless of whether a case summary referral has previously been reported in items 1 and 3.

Item 4b.--Rejected or otherwise disposed of. Enter the number of direct applications by families and individuals for service and/or assistance which were rejected, referred elsewhere, or otherwise disposed of during the month, regardless of whether a case summary referral has previously been reported in items 1 and 3.

Sec. WS 41-25 Part C. Cases Receiving Service Only During Month-Form WS-7 41-25
WSE

In this section of the report cases are to be classified as: Immigration and Naturalization Service cases, War Relocation Authority cases, and Other cases.

Cases in which the restrictive action consists of detention or internment of an enemy alien in custody of the Immigration and Naturalization Service of the Department of Justice are to be regarded, for purposes of this report, as Immigration and Naturalization Service cases.

(Section Continued on Next Page)

41-25 (Continued) 41-25

Cases in which the restrictive action consisted of removal of a person or family to a war relocation center[1] are to be regarded as War Relocation Authority cases.

Cases in which the restrictive action was other than detention, internment or removal to a war relocation center are to be classified as "Other".

In a few instances more than one type of restrictive action may be taken against the same person or family, e.g., an enemy alien may have been removed to a relocation center and later relocated, but was subsequently interned. In such situation cases should be classified according to the most recent restrictive action.

Item 5.--Total cases receiving service only. Enter the sum of items 5a, 5b and 5c.

Item 5a.-Enter the number of Immigration and Naturalization Service cases receiving service, but not receiving assistance, under this plan during the month.

Item 5b.-In the first column enter the number of case summary referrals from the War Relocation Authority which were under investigation during the month. In the second column enter the number of War Relocation Authority cases receiving direct service, but not receiving assistance, under this plan during the month.

Item 5c- Enter the number of cases other than the types shown in items 5a and 5b receiving service, but not receiving assistance, under this plan during the month.

Sec. WS 41-30 Part D. Cases Receiving Assistance During Month-Form WS-7 41-30
WSE

Item 6.--Enter in columns I-IV the sum of items 6a, 6b, and 6c.

Item 6a.--Enter in column I the total number of Immigration and Naturalization Service cases that received assistance under this plan during the month. This figure should equal the sum of items 6a (1) through 6a (4), column I, and should also equal the sum of columns II and III, item 6a.

Enter in column II the number of Immigration and Naturalization Service cases that received assistance this month for the first time under this plan.

Enter in column III the number of Immigration and Naturalization Service cases that received assistance this month and had received assistance under this plan in a previous month.

(1) A few persons were released directly from assembly centers without going to relocation centers. For purposes of this report such persons, if given assistance or service under this program, are to be shown as War Relocation Authority cases.

(Section Continued on Next Page)

41-30 (Continued) 41-30

Enter in column IV the total amount of expenditures for assistance to Immigration and Naturalization Service cases during the month. This should represent the total amount of obligations incurred for assistance in the form of money payments, relief orders, or commodities, to persons in these cases eligible for aid under this plan. It should include only obligations for assistance to be paid for by the Social Security Board.

Expenditures for assistance should be reported, insofar as possible, on the basis of obligations incurred for the month, i.e., assistance should be reported for the month for which it is authorized. Counties unable to report on this basis may report on the basis of obligations incurred during the month.

Item 6a(1).--Enter the number of cases consisting of persons unconditionally released or paroled from detention or internment or the dependents of such persons, that received assistance under this plan during the month.

Item 6a(2).--Enter the number of cases consisting of persons interned at large that received assistance under this plan during the month.

Item 6a(3).--Enter the number of cases consisting of dependents of persons currently held under detention or internment that received assistance under this plan during the month.

Item 6a(4).--Enter the number of other Immigration and Naturalization Service cases that received assistance under this plan during the month, and indicate the type(s) of cases.

Item 6b.-----Enter in column I the total number of War Relocation Authority cases that received assistance under this plan during the month. This figure should equal the sum of items 6b (5) and 6b (6), column I, and should also equal the sum of columns II and III, item 6b.

Enter in column II the number of War Relocation Authority cases that received assistance this month for the first time under this plan.

Enter in column III the number of War Relocation Authority cases that received assistance this month and had received assistance under this plan in a previous month.

Enter in column IV, the total amount of expenditures for assistance to War Relocation Authority cases during the month.

(Section Continued on Next Page)

41-30 (Continued) 41-30

(See item 6a, column IV for definition of assistance and method of reporting expenditures for assistance.)

Item 6b(5).--Enter the number of cases consisting of persons released from a war relocation center, or the dependents of such persons, that received assistance under this plan during the month.

Item 6b(6).--Enter the number of other War Relocation Authority cases that received assistance under this plan during the month, and indicate the type(s) of cases.

Item 6c------Enter in column I the total number of cases other than Immigration and Naturalization Service and War Relocation Authority cases that received assistance under this plan during the month. This figure should equal the sum of items 6c (7) to 6c (9), column I, and should also equal the sum of columns II and III, item 6c.

Enter in column II the number of cases classified as "Other" that received assistance this month for the first time under this plan.

Enter in column III the number of "Other" cases that received assistance this month and had received assistance under this plan in a previous month.

Enter in column IV the total amount of expenditures for assistance to "Other" cases during the month. (See item 6a, column IV, for definition of assistance and method of reporting expenditures for assistance.)

Item 6c(7).--Enter the number of cases consisting of persons voluntarily evacuated from a prohibited zone or area that received assistance under this plan during the month.

Item 6c(8).--Enter the number of cases consisting of persons removed from a prohibited area under an individual exclusion order that received assistance under this plan during the month.

Item 6c(9).--Enter the number of all other cases that received assistance under this plan during the month, and indicate the type(s) of cases.

Sec. WS 44-00 Instructions for Preparation of War Services Data Form 44-00
WSE; WSC WS-9)

The War Services Data Form (Form WS-9) is to be filled out for the following types of cases:

Civilian War Assistance. All requests for service and/or assistance under the Civilian War Assistance program.

Services and Assistance to Enemy Aliens and Others in Need Because of Restrictive Action of the Federal Government.

1. Case summary referrals received from the War Relocation Authority, (received directly from WRA or through the SDSW). Submit a WS-9 on these cases at the end of the month in which investigation is initiated, as the beginning of investigation constitutes acceptance of the case for service. Do not hold the WS-9 for later action taken on the basis of the findings of the investigation.

The WS-9 need not be completed beyond item 9 for case summary referrals.

2. All direct applications by families or individuals for service and/or assistance, including those making a direct application after a case summary referral has been received. Submit a new WS-9 for the latter type of case, completed in full.

Two copies of the Data Form are to be made for each request, one to be retained by the county and the other to be forwarded to the SDSW. Copies to be sent to the SDSW should be forwarded at the end of the month during which disposition of the request has been made. (See instructions for item 9, Disposition.) At that time, (1) data forms representing requests disposed of under the Enemy Alien Program should be attached to the Monthly Statistical Report on Services and Assistance to Enemy Aliens (Form WS-7); and (2) those representing requests disposed of under Civilian War Assistance should be attached to the Monthly Statistical Report on Civilian War Assistance (Form WS-6).

Data forms for requests received but not disposed of during the month should be held until the end of the month in which disposition is made.

The WS 9 should be prepared only at the time of disposition of the request. None should be submitted for cases continuing to receive service or assistance in subsequent months.

Items 1 through 10 are to be filled out for rejected as well as accepted requests and referrals. Items 11 and 12 need be filled out only for cases approved for service and/or assistance.

Item 1. Name. Type or print the full name of the head of family or the individual making the request, giving last name first, then first and middle name.

(Section Continued on Next Page)

44-00 (Continued) 44-00

Item 2. Aliases. Indicate any other name or spelling of name used by the applicant.

Item 3. Address. Enter street-number, street and town or city.

Item 4. Number of persons in this group. Enter the number of persons for whom assistance and/or service is requested.

Item 5. Country of Citizenship. Enter the country of citizenship of the head of family or the individual making the request.

Item 6. Source. If the applicant applied directly, check 6A. If the individual was referred, check 6B and enter the name and address of the referring agency or person. For case summary referrals received from W.R.A. (either directly from W.R.A. or through the SDSW), write "WRA-case summary" after "Referred by".

Item 7. Status.

A. Initial request. Check this item if applicant is reported on War Services Data Form for the first time.

B. Subsequent Request. Check this item if applicant has previously made a request for direct service and/or application, or if a case summary referral on this case was previously received.

C. Change of program. Check this item for cases transferred during the month from the Enemy Alien Program to Civilian War Assistance or from Civilian War Assistance to the Enemy Alien Program.

D. Former W.S. Case in another county. Check this item if the applicant has received assistance and/or service under one of the War Services Programs (either Enemy Alien Program or Civilian War Assistance) in another county in California.

Item 8. Type of Program and Reason for Eligibility

All requests are to be classified under either 8A, Enemy Alien Program, or 8B, Civilian War Assistance.

A. Enemy Alien Program
Items 8A(1) through 8A(3)

Check the appropriate item indicating the condition primarily responsible for the request. Only one item should be checked.

Cases in which the restrictive action consists of detention or internment of an enemy alien in custody of the Immigration and Naturalization Service of the Department of Justice

(Section Continued on Next Page)

44-00 (Continued) 44-00

are to be regarded for purposes of this report as Immigration and Naturalization service cases.

Cases in which the restrictive action consisted of removal of a person or family to a war relocation center* are to be regarded as War Relocation Authority cases.

Cases in which the restrictive action was other than detention, internment or removal to a war relocation are to be classified as "other".

In a few instances more than one type of restrictive action may be taken against the same person or family; e.g., an enemy alien may have been removed to a relocation center and later relocated, but was subsequently interned. In such a situation cases should be classified according to the most recent restrictive action.

B. Civilian War Assistance
Items 8B(1) through 8B(9)

Check the appropriate item indicating the condition primarily responsible for the request. Only one item should be checked.

Cases checked in item B(7), Civilians Evacuated from Pacific Area Other Than Hawaii, should be reported in the Monthly Statistical Report on Civilian War Assistance (Form WS-6), under item 4b(3), Evacuation under plan of Federal Government, Other. Write in "Evacuated from Pacific area other than Hawaii."

Item 9. Disposition.

Check item 9a if the case is approved for assistance and/or service. Check this item for case summary referrals from W.R.A. on which investigation has been initiated, as the beginning of investigation constitutes acceptance of the case for service.

Check item 9b if the request or referral is rejected because of ineligibility or otherwise disposed of. Give the facts supporting the decision, using item 13, Remarks, if necessary.

For Civilian War Assistance, also check item 9b for requests disposed of through the provision of information only or through the provision of services completed during the course of the initial interview.

*A few persons were released directly from assembly centers without going to relocation centers. For purposes of this report such persons, if given assistance or service, are to be shown as War Relocation Authority cases.

(Section Continued on Next Page)

44-00 (Continued) 44-00

Item 10. Referral (if any) to U. S. Public Health Service

Enter the date of referral of any member of the family to the Public Health Service. Give name of individual referred and reason in item 13, Remarks.

Item 11. Persons in Case. In this item enter the information specified for all persons living in the household at the time of the initial interview. In column A enter the present head of the household first. Enter in column B the relationship of each member of the household to the head. In column C enter date of birth expressed numerically; e.g., 5/27/42.

In column D enter occupational data regarding the head of the household and other employable persons. Give both the occupation and industry, as "salesman, department store," "painter, toy factory." For those who are unemployable, enter "unemployable."

Enter in Column E any remarks particularly applicable to the individual. For example, if the preceding column indicates that an adult is unemployable, some explanation, such as "paralyzed, blind, chronic illness, etc." may be the appropriate entry for this column.

Columns F, G, and H are to be filled out only for cases accepted under the Enemy Alien Program.

In column F enter the country of birth. Observe European boundaries as they existed prior to the present war and the annexations that immediately preceded it.

In column G enter the country of citizenship for each member of the household. For United States citizens of Japanese ancestry, enter "U.S. - Japanese ancestry".

In column H enter the alien registration number of each alien member. This information can be obtained from the Certificate of Identification.

Item 12. Detained or Interned Members of Family Group. This section is to be filled out only for cases accepted under the Enemy Alien Program and is to be used for recording the location and other pertinent data regarding members of the family who have been detained or interned. If any members of the household were detained and released or paroled prior to the initial interview, they should be

(Section Continued on Next Page)

44-00 (Continued) 44-00

entered in item 11 and also in this section. If no members of the household have been detained or interned, enter "None" in this section. The names of the persons affected should be entered in column A.

Item 13. Remarks. This section should contain any explanation of preceding items which may be necessary. It may also be used to convey supplementary information in instances in which a case is referred to another agency.

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 6, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

MANUAL LETTER NO. 80

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

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995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 6, 1945

FILED
In the office of the Secretary of State
of the State of California

JUL 10 1945

FRANK M. JORDAN, Secretary of State

By Robert V. Jordan
Assistant Secretary of State

1297

MANUAL LETTER NO. 80

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed as follows:

Financial Procedures Revisions 99 thru 104

These revisions were approved by the Social Welfare Board on June 22, 1945.

Sec. 646-10, Expenditures for Repairs and Alterations, has been revised to include specific policy provisions regarding submission of Request for Approval of Expenditures for Repairs and Alterations (Form DFA 117, Revised June, 1945) to the SDSW for approval in order to secure Federal participation. Copies of this revised form may be secured free of charge upon request to the SDSW.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

645-70 (Continued) 645-70

3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service.

The expenditures shall be made from funds appropriated to, earmarked for, or allotted to and expendable by the county welfare department. (W&IC 1560, 2140, 3075; FSSB)

645-80 EXPENDITURES FOR EYE EXAMINATIONS ANB 645-80

Participation may be claimed for cost of eye examination for aid to the blind. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, AND 645-10, EXPENDITURES FOR PURPOSES OF ADMINISTRATION.)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY) are administrative expenses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or State, or
3. Transportation to another county or State is necessary for examination by an ophthalmologist who had not previously examined the person, or
4. The distance to the nearest accessible ophthalmologist in the county on the panel is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the ophthalmologist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the ophthalmologist's office, thus incurring additional expense. (W&IC 3075; FSSB)

645-45 SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE 645-45
OAS, ANB, ANC

Claim may be made for salaries paid employees of county welfare department during period of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards. (SEE SEC. 645-40, CATEGORIES UNDER WHICH TIME IS RECORDED.) (W&IC 1560, 2140, 3075; FSSB)

645-50 COMPUTING LESS THAN FULL MONTHLY SALARY 645-50
OAS, ANB, ANC

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly, $\frac{\text{days on pay roll}}{\text{days in the month}}$ x monthly salary = salary or wage due. (W&IC 1560, 2140, 3075; FSSB)

EXAMPLE:
AN EMPLOYEE HIRED TO BEGIN WORK THE MORNING OF SEPTEMBER 16 AT THE MONTHLY SALARY OF $90 RECEIVES $45, COMPUTABLE AS FOLLOWS: 15/30 x $90 = $45. SUMMARY OF COUNTY EMPLOYEES PAID LESS THAN FULL TIME MONTHLY SALARY (FORM DFA 64B) IS COMPLETED FOR THE MONTH OF SEPTEMBER FOR THIS EMPLOYEE.

645-70 EXPENDITURES FOR SERVICES OF OTHER AGENCIES 645-70
OAS, ANB, ANC

Participation may be claimed in amounts expended to cover expenses of other agencies incurred in performing services connected with the administration of public assistance upon a proper showing of any or all of the following conditions:

1. It is the general fiscal practice for an outside service agency performing services directly connected with public-assistance administration either (a) to receive its necessary administrative funds by a charge upon each agency based upon the service rendered, rather than by general appropriation, or (b) to receive a portion of its administrative funds by a charge upon each agency supported primarily by funds derived from sources other than general appropriation;
2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;

(Section Continued on Next Page)

646-10 (Continued) 646-10

3. The term of the lease or the probable period of occupancy after the repairs are made should be of sufficient duration to justify the costs involved.

4. The relative economy of the expenditures should be established by comparison with the rental of other suitable premises of comparable location, construction, facilities, etc., taking into account the adaptability to the purpose of the agency.

The SDSW and the FSSB apply the following principles in determining the amount of participation in county expenditures for repairs and alterations:

A. Where the premises are rented, the expenditures incurred shall be amortized as an addition to the rent paid, in an amount that reflects the increased rental value of the premises after repairs and alterations are completed. The difference between the rent paid and the rental of other suitable space not requiring additional costs for repairs, will serve as a guide to assist in determining the increased rental value.

B. Where no rental is paid or the rent is a nominal sum, the cost of the repairs and alterations will be amortized in lieu of rent, based on the use value of the premises before and after repairs. The total amount to be claimed during the year will not exceed the difference of the annual rental value before remodeling and the annual rental value of the premises after repairs are completed.

C. Claims shall be made monthly in amounts not exceeding the monthly amortization as determined by the SDSW. In succeeding fiscal years, as long as occupancy continues, additional claims computed by the same method, may be reported until the full amount of the expenditure has been claimed.

D. In determining the amount of the claim, the cost of the repairs and alterations will be proportionately reduced to the extent that other agencies receive benefits from the expenditures. The amount chargeable to the welfare department will be allocated to Overall in the same manner as other joint costs.

E. Claims for reimbursements are not to be filed for expenditures for repairs and alterations until the county has been notified of approval and of the monthly amount to be claimed.

F. Additional expenditures for further improvements may be required later and these costs, after they have been submitted and approved, may be added to the claim on the basis outlined above. (W&IC §560, 2040, 3075, FSSB)

646-00 EXPENDITURES FOR FIXED ASSETS 646-00
OAS, ANB, ANC

Participation is claimed for expenditures incurred for ordinary current administrative operations. Participation is not available in expenditures which involve capital improvements, such as the purchase of land and the construction of new buildings, the expansion of existing buildings, extensive remodeling, or extraordinary repairs, which are of such a degree as to substantially constitute reconstruction. (W&IC 1560, 2140, 3075; FSSB)

646-10 EXPENDITURES FOR REPAIRS AND ALTERATIONS 646-10
OAS, ANB, ANC

Matching of expenditures for repairs and alterations is based on the assumption that such expenditures are related to the maintenance of proper facilities for the administration of the public assistance programs. The approval of such expenditures is dependent upon whether or not these expenses are necessary for the administration of the assistance programs, are reasonable in cost and soundly planned. The approval or disapproval will in all cases be based on the circumstances of the individual situations.

Participation will not be available in expenditures which involve capital improvements such as the purchase of land and the construction of new buildings, the expansion of existing buildings, extensive remodeling or extraordinary repairs which are of such a degree as to substantially constitute reconstruction.

Before incurring expenditures for repairs and alterations for which reimbursement will be claimed, the following requirements shall be considered:

1. The expenditures must comply with the requirements of State law and Federal regulations.

2. Form DFA-117 (Request for Approval of Expenditures for Repairs and Alterations) shall be completed in detail and four copies submitted to SDSW for approval.

(Section Continued on Next Page)

646-99 (Continued) 646-99

FORM CA 807
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORWARD TWO COPIES TO THE STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA

STATE OF CALIFORNIA

FROM XX COUNTY

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR CHILDREN ELIGIBLE UNDER AID TO NEEDY CHILDREN LAW

FOR MONTH OF AUGUST, 19 43 _____ FISCAL YEAR
(FOR STATE USE ONLY)

DO NOT WRITE IN THIS SPACE

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY CHILDREN		CORRECTED AMOUNTS (STATE USE ONLY)
1. ADMINISTRATIVE EXPENSE INCURRED FOR ALL CHILDREN'S CASES UNDER THE AID TO NEEDY CHILDREN LAW FOR THE MONTH (TOTAL COLS. 9 & 10, FORM DFA 64A)	$ 287.25	$
2. LESS: ADMINISTRATIVE EXPENSE INCURRED FOR CHILDREN'S CASES INELIGIBLE TO FEDERAL AID (TOTAL COL. 10, FORM DFA 64A)	$ 105.27	$
3. ADMINISTRATIVE EXPENSE INCURRED FOR CHILDREN'S CASES ELIGIBLE TO FEDERAL AID (ITEM 1 MINUS ITEM 2 ABOVE) (SAME AS TOTAL COL. 9, FORM DFA 64A)	$ 181.98	$
4. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY CHILDREN (1/2 OF ITEM 3 ABOVE)	$ 90.99	$

FOR STATE USE ONLY

5. FEDERAL SHARE OF ADJUSTMENTS FOR ADMINISTRATIVE EXPENSE FOR CHILDREN'S CASES ELIGIBLE TO FEDERAL PARTICIPATION (THIS ITEM FOR STATE USE ONLY) $ _____

6. ADJUSTED AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY CHILDREN (ITEM 4 PLUS OR MINUS ITEM 5) (THIS ITEM FOR STATE USE ONLY) $ _____

STATE OF CALIFORNIA
COUNTY XX } SS

FRANCIS MORGAN, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL OF THE PROVISIONS OF CHAPTER I OF PART 2 OF DIVISION II OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE IV OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THE ABOVE EXPENDITURES WERE INCURRED IN ADMINISTERING, OR WERE ALLOCATED TO, SUCH PROGRAM; THAT WITH REGARD TO EXPENDITURES FOR SALARIES & WAGES INCLUDED HEREIN ALL EMPLOYMENTS AND RATES ARE CORRECTLY SHOWN AND ARE BASED UPON AUTHORIZATION IN COMPLIANCE WITH THE REQUIREMENTS OF THE RULES FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION OF THE STATE PUBLIC ASSISTANCE PROGRAM AS AUTHORIZED IN DIVISION I, CHAPTER I, SECTION 119.5 OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6TH DAY OF SEPTEMBER, 19 43

Mary Jones
TITLE DEPUTY COUNTY CLERK

Francis Morgan
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE COUNTY WELFARE DIRECTOR

APPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS HAVE BEEN ISSUED, OR FUNDS ENCUMBERED, TO PROVIDE LIQUIDATION OF WELFARE ADMINISTRATIVE EXPENDITURES AS REFLECTED BY THAT AGENCY'S STATEMENT OF EXPENDITURES FOR THE MONTH.

John Smith
SIGNATURE OF COUNTY AUDITOR

FORM CA 807, EFFECTIVE JULY, 1943
CHILDREN'S ADMINISTRATIVE EXPENSE AFFIDAVIT
TO ACCOMPANY MONTHLY ADMINISTRATIVE
EXPENSE WORKSHEETS

CREDIT VOUCHER CLAIM
ADMINISTRATIVE EXPENSE

(Section Continued on Next Page)

646-99 (Continued) 646-99

STATE OF CALIFORNIA

FORM BL 807
DEPARTMENT OF SOCIAL WELFARE

STATE OF CALIFORNIA

FROM XX COUNTY

FORWARD TWO COPIES TO THE STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA

ADMINISTRATIVE EXPENSE AFFIDAVIT

FOR BLIND PERSONS ELIGIBLE UNDER AID TO NEEDY BLIND LAW

FOR MONTH OF AUGUST 19 43 _____ FISCAL YEAR
(FOR STATE USE ONLY)

DO NOT WRITE IN THIS SPACE

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY BLIND		CORRECTED AMOUNTS (STATE USE ONLY)
1. ADMINISTRATIVE EXPENSE INCURRED FOR ALL BLIND PERSONS UNDER THE AID TO NEEDY BLIND LAW FOR THE MONTH (TOTAL COLS. 7 & 8, FORM DFA 64A)	$ 67.14	$
2. LESS: ADMINISTRATIVE EXPENSE INCURRED FOR BLIND PERSONS INELIGIBLE TO FEDERAL AID (TOTAL COL. 8, FORM DFA 64A)	$ 8.04	$
3. ADMINISTRATIVE EXPENSE INCURRED FOR BLIND PERSONS ELIGIBLE TO FEDERAL AID (ITEM 1 MINUS ITEM 2 ABOVE (SAME AS TOTAL COL. 7, FORM DFA 64A)	$ 59.10	$
4. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY BLIND (1/2 OF ITEM 3 ABOVE)	$ 29.55	$

FOR STATE USE ONLY

5. FEDERAL SHARE OF ADJUSTMENTS FOR ADMINISTRATIVE EXPENSE FOR BLIND PERSONS ELIGIBLE TO FEDERAL PARTICIPATION (THIS ITEM FOR STATE USE ONLY) $ _____

6. ADJUSTED AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATIVE EXPENSE FOR AID TO NEEDY BLIND (ITEM 4 PLUS OR MINUS ITEM 5) (THIS ITEM FOR STATE USE ONLY) $ _____

STATE OF CALIFORNIA
COUNTY XX } SS.

FRANCIS MORGAN, BEING DULY SWORN, DEPOSES AND SAYS: THAT HE IS THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY BLIND IN AND FOR THE SAID COUNTY; THAT ALL OF THE PROVISIONS OF CHAPTERS 1 AND 3 OF PART 1 OF DIVISION V OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE X OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THE ABOVE EXPENDITURES WERE INCURRED IN ADMINISTERING, OR WERE ALLOCATED TO, SUCH PROGRAM; THAT WITH REGARD TO EXPENDITURES FOR SALARIES & WAGES INCLUDED HEREIN ALL EMPLOYMENTS AND RATES ARE CORRECTLY SHOWN AND ARE BASED UPON AUTHORIZATION IN COMPLIANCE WITH THE REQUIREMENTS OF THE RULES FOR A MERIT SYSTEM OF PERSONNEL ADMINISTRATION OF THE STATE PUBLIC ASSISTANCE PROGRAM AS AUTHORIZED IN DIVISION 1, CHAPTER 1, SECTION 119.6 OF THE WELFARE & INSTITUTIONS CODE, AND AMENDMENTS THERETO.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6TH DAY OF SEPTEMBER 19 43

Mary Jones
TITLE DEPUTY COUNTY CLERK

Francis Morgan
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE COUNTY WELFARE DIRECTOR

APPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, THAT WARRANTS HAVE BEEN ISSUED, OR FUNDS ENCUMBERED, TO PROVIDE LIQUIDATION OF WELFARE ADMINISTRATIVE EXPENDITURES AS REFLECTED BY THAT AGENCY'S STATEMENT OF EXPENDITURES FOR THE MONTH.

John Smith
SIGNATURE OF COUNTY AUDITOR

FORM BL 807, EFFECTIVE JULY, 1943
BLIND ADMINISTRATIVE EXPENSE AFFIDAVIT
TO ACCOMPANY MONTHLY ADMINISTRATIVE
EXPENSE WORKSHEETS

CREDIT VOUCHER CLAIM
ADMINISTRATIVE EXPENSE

(Section Continued on Next Page)

646-99 (Continued) 646-99

FORM DFA 117 PAGE 2

III. TERMS OF OCCUPANCY AND PROVISION OF LEASE

A. RENTED

1. DURATION OF LEASE: FROM _____, 19____ TO _____ 19____.

2. OPTION OF RENEWAL: YES ____ NO ____.

3. RENTAL COST: A. MONTHLY $_____, B. YEARLY $_____.

4. MONTHLY RENTAL COST OF $_____ PER SQUARE FEET.

5. DOES LEASE CONTAIN ANY PROVISION REGARDING REPAIRS AND ALTERATIONS? _____. IF ANSWER "YES" (YES) (NO) ATTACH EXCERPT OF THAT SECTION OF LEASE WHICH RELATES WITH SUCH REPAIRS AND ALTERATIONS.

6. WILL AGENCY OCCUPY THESE PREMISES FOR THE FULL TERM OF LEASE? _____. (YES) (NO)

B. RENT-FREE OR NOMINAL RENTAL

1. ANTICIPATED DURATION OF OCCUPANCY: COUNTY-OWNED PROPERTY

2. OBLIGATION OF LOCAL GOVERNMENT FOR REPAIRS: MAINTENANCE AND UPKEEP OF QUARTERS

3. USE VALUE: $ 500.00 (LESSOR OF A AND B)

A. RENTAL OF OTHER SUITABLE SPACE WITHOUT ADDITIONAL COSTS: $ NONE AVAILABLE

B. RENTAL VALUE OF PRESENT SPACE BEFORE REPAIRS: $ 500.00

C. RENTAL VALUE OF PRESENT SPACE AFTER REPAIRS: $ 1500.00

C. DESCRIBE BASIS OF PRORATING COSTS IF JOINT OCCUPANCY: SINGLE OCCUPANCY

IV. COSTS

A. PROPOSED COST OF ALTERATIONS AND REPAIRS: $ 50,000.00

B. WILL ABOVE COST REPRESENT THE ANTICIPATED TOTAL COST FOR THE DURATION OF THE LEASE? _____. (YES) (NO)

C. WOULD COST OF ALTERATIONS AND REPAIRS BE LESS THAN THE COST OF RENTING OUTRIGHT OTHER FACILITIES FOR A YEAR OR LONGER? X . (YES) (NO)

D. WERE THE COSTS OF SIMILAR QUARTERS WITHIN THE COMMUNITY INVESTIGATED BEFORE AN AGREEMENT WAS REACHED AS TO THE AMOUNT DETERMINED TO BE THE CURRENT USE VALUE? _____ (YES) (NO)

EXPLAIN: _____

(Section Continued on Next Page)

646-99 (Continued) 646-99

FORM DFA 117
DEPARTMENT OF SOCIAL WELFARE
SUBMIT 4 COPIES OF THIS FORM TO THE
STATE DEPARTMENT OF SOCIAL WELFARE

STATE OF CALIFORNIA

REQUEST FOR APPROVAL OF EXPENDITURES FOR REPAIRS AND ALTERATIONS

COUNTY OF_____

NAME OF DEPARTMENT WELFARE DEPARTMENT

APPROVAL IS REQUESTED FOR EXPENDITURES FOR REPAIRS AND ALTERATIONS TO THE SPACE IN THE PREMISES OCCUPIED BY THE OFFICE OF THE COUNTY WELFARE AGENCY AT THE ADDRESS LISTED BELOW, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 646-10 OF THE MANUAL OF POLICIES AND PROCEDURES.

I. NATURE OF REPAIRS AND ALTERATIONS

A. DESCRIPTION: RENOVATION OF FIRST FLOOR OFFICES, INCLUDING PAINTING, DECORATING, INSTALLATION OF NEW FLOORS AND ACCOUSTIC CEILINGS IN CENTRAL PORTION OF BUILDING. INSTALLATION OF FLUORESCENT LIGHTING TO REPLACE DESK LAMPS AND OBSOLETE SUSPENSION LAMPS. REMOVAL OF CERTAIN VAULTS AND PARTITIONS TO INCREASE AVAILABLE FLOOR SPACE.

B. THE REPAIRS AND ALTERATIONS DESCRIBED ABOVE ARE OF A PERMANENT (PERMANENT) (REMOVABLE) NATURE AND WILL (WILL) (WILL NOT) REMAIN THE PROPERTY OF THE AGENCY.
EXPLAIN FULLY REMOVABLE ITEMS:_____

C. DETERMINATION OF NEED FOR REPAIRS AND ALTERATIONS: THE PRESENT FIRST FLOOR QUARTERS ARE DARK, CROWDED, AND PROVIDE UNSATISFACTORY WORKING CONDITIONS.

II. LOCATION AND DESCRIPTION OF PREMISES TO BE REPAIRED

A. LOCATION OF PREMISES: 4350 FIRST STREET (STREET NUMBER) CITY & STATE (CITY)

B. FLOOR OR ROOM NUMBERS: FIRST FLOOR

C. SPACE: 70,000 SQUARE FEET

D. DESCRIPTION OF PREMISES: A TWO STORY, MASONRY STRUCTURE BUILDING

E. IS LOCATION BEING REPAIRED OR ALTERED ADEQUATE FOR HOUSING THIS AGENCY?
YES (YES) (NO)

F. NAME AND ADDRESS OF LESSOR: COUNTY OWNED PROPERTY

(Section Continued on Next Page)

646-99 (Continued) 646-99

FORM DFA 117 PAGE 4

CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE STATEMENTS AND INFORMATION ARE TRUE AND CORRECT.

SIGNATURE OF COUNTY OFFICER REQUESTING APPROVAL OF EXPENDITURES:

John Doe

TITLE: DIRECTOR

DATE: JUNE 28, 1945

DO NOT WRITE IN THIS SPACE

RECOMMENDATION OF STATE DEPARTMENT OF SOCIAL WELFARE

RECOMMENDATION IS HEREBY MADE BY THE STATE DEPARTMENT OF SOCIAL WELFARE THAT THIS REQUEST BE _____

SIGNED: _____

TITLE: _____

DATE: _____

ACTION OF SOCIAL SECURITY BOARD

THE REQUEST IS HEREBY _____ BY THE SOCIAL SECURITY BOARD FOR REPAIRS AND ALTERATIONS AS DESCRIBED HEREIN:

SIGNED: _____

TITLE: _____

DATE: _____

NOTIFICATION TO COUNTY OF STATE DEPARTMENT OF SOCIAL WELFARE AND FEDERAL SOCIAL SECURITY BOARD ACTION

THIS REQUEST FOR APPROVAL OF EXPENDITURES FOR REPAIRS AND ALTERATIONS HAS BEEN _____ IN THE AMOUNT OF $_____ TO BE AMORTIZED OVER A PERIOD OF _____ MONTHS.

COMMENCING WITH YOUR ADMINISTRATIVE EXPENSE CLAIM (FORM DFA 64A, ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAY) FOR THE MONTH OF _____, 194___ AND FOR A PERIOD OF _____ ADDITIONAL CONSECUTIVE MONTHS, YOU ARE AUTHORIZED TO INCLUDE THE AMOUNT OF $_____ AS "OVERALL" EXPENDITURE.

FORM DFA 117, REVISED JUNE, 1945
(SUBSTITUTE FOR FEDERAL FORM PA-113)
BUREAU OF AUDITS
APPROVAL FOR REPAIRS AND ALTERATIONS

646-99 (Continued) 646-99

FORM DFA 117
PAGE 3

IV. COSTS (CONTINUED)

E. WOULD IT BE POSSIBLE FOR COUNTY TO CONSTRUCT FOR APPROXIMATELY THE SAME AMOUNT OF MONEY, A NEW BUILDING (IF MATERIALS WERE AVAILABLE) THAT NOT ONLY WOULD HAVE BEEN MORE ADAPTED TO NEEDS OF THE COUNTY DEPARTMENT, BUT PROBABLY WOULD HAVE REQUIRED SMALLER EXPENDITURES FOR CONTINUING UPKEEP AND REPAIRS? NO (YES) (NO). EXPLAIN:

PRESENT BUILDING REPLACEMENT VALUE $1,500,000.00

F. WOULD IT BE POSSIBLE FOR YOUR AGENCY TO FIND EQUALLY ADEQUATE QUARTERS FOR A MONTHLY EXPENDITURE LESS THAN THE AMOUNT THAT IS BEING INCURRED ON THE BASIS OF A PRORATION OF THE COST OF REPAIRS OVER THE PERIOD OF MONTHS COVERED BY THE LEASE?
NO (YES) (NO). EXPLAIN:

G. THE COST OF REPAIRS AND ALTERATIONS WILL BE AMORTIZED OVER A PERIOD OF 50 MONTHS, AND THE MONTHLY AMORTIZED COST OF $ 1,000.00 WILL BE DISTRIBUTED ON THE BASIS OF SALARY EXPENDITURES FOR EACH MONTH.

$_____ (TOTAL COST OF REPAIRS AND ALTERATIONS) / (NUMBER OF REMAINING MONTHS COVERED BY LEASE) = $_____ MONTHLY AMORTIZED COST.

H. IS IT THE POLICY OF THE COUNTY THAT COSTS OF REPAIRS AND ALTERATIONS BE CHARGED TO THE APPROPRIATE DEPARTMENTAL ACCOUNTS OF OTHER DEPARTMENTS WHICH ARE NOT HOUSED IN COUNTY OWNED PROPERTY? YES (YES) (NO). EXPLAIN:

I. IS COST OF UP-KEEP OF WELFARE DEPARTMENT INCLUDED IN THE WELFARE APPROPRIATION, AND IS IT UNIFORM COUNTY PRACTICE TO PROVIDE SUCH APPROPRIATIONS FOR ALL COUNTY DEPARTMENTS WITH QUARTERS OUTSIDE OF COURT HOUSE? YES (YES) (NO). EXPLAIN:

J. ARE DEPARTMENTS THAT ARE HOUSED IN COUNTY OWNED PREMISES CHARGED A PRO-RATA SHARE OF RENT OR DOES COUNTY PROVIDE SUCH QUARTERS RENT FREE? EXPLAIN:
THE COST OF BUILDING OPERATIONS ARE PRO-RATED AND DIRECTLY CHARGED TO DEPARTMENTS.

V. APPROVAL OF CONTRACT

A. HAVE BIDS BEEN SECURED FROM MORE THAN ONE PERSON BEFORE APPROVAL OF CONTRACT?
YES (YES) (NO). EXPLAIN: REQUIREMENTS OF CALIFORNIA LAW.

B. HAS EVALUATION BEEN MADE OF METHODS USED FOR DETERMINING THE CONTRACTOR'S CONFORMITY WITH THE CONTRACT AND MEASURING THE AMOUNT OF WORK PERFORMED? YES (YES) (NO). EXPLAIN:
THE WORK IS UNDER THE DIRECTION OF AN ARCHITECTURAL FIRM AND IS FURTHER SUBJECT COUNTY INSPECTION.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 25, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

Department Bulletin No. 242 (Selective Service)
Department Bulletin No. 247-A (Gen)
Department Bulletin No. 252 (WS)
Department Bulletin No. 253 (WS)
Department Bulletin No. 255 (WS)
" " " 256 (OAS)
" " " 257 (ANB-APSB)

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Certified as a Regulation (or as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Chas. Wallenmann
(Signature)

Director
(Title)

7/31/45
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

Authority:
Welfare and Institutions Code Sections 103, 114, 115, 116, 120, 120.5, 124

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
November 2, 1944

IN REPLY PLEASE REFER TO:

DEPARTMENT BULLETIN NO. 242 (Selective Service)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Selective Service System
Appropriation for Medical
and Social Information

The Social Security Board State Letter #39 makes the following statements:

"The Selective Service System has obtained in its 1945 appropriation, the amount of $1,000,000 for the purpose of meeting certain costs incurred by public assistance agencies during the fiscal year July 1, 1944, through June 30, 1945, in gathering medical and social information concerning registrants, as part of the medical survey program.

"On July 4, 1944, the National Director of Selective Service formally requested the help of the Social Security Board '. . . in the proper effectuation of the purposes of the Medical Survey Program . . . particularly with regard to the fiscal liaison with State Departments of Public Welfare in the several States.' On July 18, 1944, the Social Security Board signed an agreement that the Selective Service System will act jointly in determining the policies governing allocation of funds among the States and the amounts to be allocated.

"Beginning July 1, 1944, and continuing through June 30, 1945, the Social Security Board will pay from Federal funds advanced by the Selective Service System costs incurred by State public assistance agencies in connection with the medical survey program under the conditions and limitations set forth in this State Letter."

In California, many county welfare departments have been participating in the Medical Survey Program, and others have expressed themselves as willing to do so could some of the costs be met. The Department of Social Welfare, therefore, in consultation with the representatives of the Social Security Board and the State Selective Service System, is developing a plan whereby those agencies may secure reimbursement for costs incurred. In some communities in California, private agencies have assumed primary responsibility for this program on a voluntary basis. But since the purpose in making Federal funds available was, according to the Social Security Board, entirely to enable public agencies to participate, some of which

otherwise lacked funds or authority to do so, the policy was established of not allowing reimbursement to private agencies with the exception of Social Service Exchange costs. The Social Security Board and the State Selective Service System express the hope that these limitations imposed on reimbursement to private agencies will not lead to their withdrawal from the program.

The following principles are established by the Federal agencies for securing reimbursement:

I. In contrast to the practice of making grants under Titles I, IV, and X of the Social Security Act, the quarterly estimate is approved by the Selective Service System. This estimate constitutes a ceiling for funds which are made available for any one quarter. If the expenditures during any quarter exceed the estimate as finally approved, such expenditures may be reported and claims made, but a State can be given no assurance that it will receive full reimbursement for all expenditures.

II. The Selective Service System has determined that expenditures for which reimbursement is possible will include the following:

a. The cost of clearing the names of selective service registrants through private social service exchanges.

b. The cost of cases acted upon. This may include the following objects of expense:

1. Staff time, both professional and related clerical, during the regular working hours of the agency.

2. Travel.

3. Communications.

4. Any other identifiable cost which would not otherwise be incurred.

III. Reimbursement of expenses incurred will be on a unit cost basis, and such unit costs will be established on the basis of actual operating experience. In the first two quarters of operation, from July 1, 1944, through December 31, 1944, however, in the absence of an established basis for estimating the unit cost, the Selective Service System has determined that estimates will be prepared and Federal funds will be made available on the following basis:

a. Clearances with social service exchanges, per case . . . . . $ .15

If the Social Service Exchange has actually already computed a unit cost for clearance, this may be used instead of the arbitrary amount of 15 cents per case.

b. Cases acted upon, per case. $1.50

In subsequent quarters, estimates will be prepared and funds will be made available on the following basis:

a. Actual costs of clearance in social service exchanges.

b. Unit cost per case acted upon, such costs to be established on the basis of experience gained in the period of initial operations.

IV. "Case acted upon" is defined as any case on which the agency does work beyond clearance in Social Service Exchange or its own files. If the agency's files show no record, the case is not acted upon but if the agency has a record and if in review of the case record the agency finds information which is significant to report or if it finds no pertinent information, the case is acted upon. The definition of "cases acted upon," therefore, excludes what we often call "clearance only" cases. The cost of agency staff time required to clear with the Social Service Exchange and with the agency's own file is included in computing the unit cost. The agency, therefore, really is reimbursed for all staff time involved in connection with the medical survey, unless expenditures exceed the approved estimate and the excess expenditures are not finally approved. In some agencies this will mean the keeping of a different sort of statistics than those now maintained for State Selective Service Headquarters.

The Department of Social Welfare, in accordance with these principles on rough estimates secured from the State Selective Service System and from counties, has submitted estimates for the quarter ending September 30, 1944. Counties expecting to claim reimbursement for their costs incurred under this program are asked to immediately notify the Department of Social Welfare of their intent, and forms for submitting clearance and detailed instructions will be sent.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Chas. Wacenb
(Signature)

Director
(Title)

7/31/45
(Date)

Authority: Welfare and Institutions Code Sections 103, 114, 115, 116, 120, 124

MAIN OFFICE
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995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 6, 1945

DEPARTMENT BULLETIN NO. 247-A (Gen)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Procedure for Claiming Federal Participation in Expenditures for Warrants, Postage, Envelopes, etc.

On July 1, 1945, the procedure for determining the predetermined unit cost for the preparation and mailing of aid warrants shall be as follows:

A. WHERE WARRANTS ARE WRITTEN BY OTHER THAN COUNTY WELFARE DEPARTMENT:

1. In those counties where salaries and wages will be claimed for participation the approved time recording procedure will be applied during the month of July, 1945 only, to determine the amount of time chargeable to the aged, blind and children's programs.

   The man hours of time arrived at on the basis of the time study will be multiplied by the average hourly salary of employees engaged in writing warrants in order to determine total salary costs chargeable to the Public Assistance Programs.

2. Total cost of warrants will be determined by the respective category to which it applies.

   The unit cost per warrant will be established at the time of the nearest expenditure for warrants to July 1, 1945. This unit cost shall be redetermined each time an expenditure for warrants is made.

3. The total cost of envelopes used for mailing Public Assistance warrants will be determined by aids.

   The unit cost per envelope will be established at the time of the nearest expenditure for envelopes to July 1, 1945. This unit cost shall be redetermined each time an expenditure for envelopes is made.

4. The expenditure for postage for mailing Public Assistance warrants will also be determined by aids.

5. The unit cost of warrant writing service for each Public Assistance Program in any county will then be the sum of the total cost by aids, as determined under 1, 2, 3, and 4, above, divided by the number of warrants issued by aids. Therefore, the unit cost determined during the month of July, 1945, and at such times thereafter as required by new expenditures, need only be multiplied by the number of warrants issued to determine the total sum chargeable each month.

6. The above provisions only apply to the writing and mailing of warrants for the Public Assistance Programs and no costs for warrant register sheets, etc., will be allowed.

B. WHERE WARRANTS ARE WRITTEN BY COUNTY WELFARE DEPARTMENT:

1. Where the County Welfare Department prepares the assistance warrants and where the expenditures are made out of their appropriation it is only necessary that such additional expense be included in their administrative expense claims and no unit cost need be determined.

2. Salaries and Wages. In determining the proper program to be charged with an expenditure, consideration is given either to the program to which the benefits of the expenditure accrue or to the program necessitating the expense. The regular time recording procedure will be followed.

3. Expenditures for Warrants, Postage and Envelopes. Expenditures for warrants, postage and envelopes will be treated as direct charges when identifiable with a specific program, as joint expense when applicable to two or more but not all programs, and as over-all expense when not identifiable with any specific program.

Inasmuch as the provisions of State Letter No. 44 are effective October 3, 1944, the fiscal procedure for filing retroactive claims will follow immediately.

Very sincerely yours,

Chas. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

O. M. Wollenberg
(Signature)

Director
(Title)

7/31/45
(date)

Authority:
Welf. & Inst. Code
Sections 103, 104, 115, 116, 120,
120.5, 124

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
May 26, 1945

DEPARTMENT BULLETIN NO. 252 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Resettlement Assistance

Due to recent changes in the Resettlement Assistance Program, this bulletin is being issued to supersede Bulletins 245 (WS) and 246 (WS) and becomes effective June 1, 1945.

The War Relocation Authority is expanding its leave assistance program which has included travel grants, transportation of household goods, and subsistence enroute and $25 per person. Effective June 1, WRA will also give grants for household furnishings, and families which will be self-supporting but need temporary assistance will also be given one month's maintenance.

The following procedures will become effective on June 1, 1945:

1. Resettlement Assistance Cases. This includes all cases in which it is anticipated that the family or individual will become self-supporting.

   WRA will, on the basis of investigations made at the centers, provide grants to cover household furnishings, one month's rent and food, and transportation of personal effects from the railroad station to residence. These grants will not be received at the centers, but will be mailed to the District Relocation Officer, or to the family.

   County Welfare Departments will no longer make Resettlement Assistance grants for household furnishings except in pending cases in which personal application is made at the county welfare department by the individual or family before June 1. When need continues beyond the one month period covered by the WRA grant, Resettlement Assistance will be given for maintenance by the county welfare department.

   METHOD OF REFERRAL. Referrals will no longer be sent to county welfare departments on those cases which are expected to become self-supporting. In those cases in which there is need for assistance beyond the one month covered by the WRA grant, referral will be made to the county welfare department by the District Relocation Officer, or the family may make direct application at the county welfare department. The District Relocation Officer will receive case summaries from the centers in regard to these families, and the county welfare department may obtain from him available information in regard to them.

2. Dependency Cases. This includes all cases in which it appears that the family or individual will be permanently dependent.

WRA will, on the basis of investigations made at the centers, provide grants to cover household furnishings. Grants made in these cases will not include one month's maintenance.

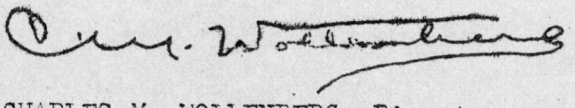
County Welfare Departments may continue to grant Resettlement Assistance for maintenance pending establishment of eligibility for the categorical aids or for general relief.

METHOD OF REFERRAL. The present referral procedure to counties for verification of residence will continue on dependency cases. WRA Form 390 accompanying referrals will be completed by the counties and a statement made under "Disposition" as to whether or not residence has been established. The WRA plans to complete all dependency referrals to counties by August 1, 1945.

Families or individuals in either group who (1) left the center before June 1 but did not make personal application at the county welfare department before June 1, or (2) left the center after June 1 and did not receive a grant for household furnishings, but find such a grant necessary after relocating, should be referred to the District Relocation Officer.

When additional procedural details are available from the War Relocation Authority, they will be forwarded to you.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Chas. Wallenberg
(Signature)

Director
(Title)

7/31/45
(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Authority:
Welfare and Institutions
Code Sections 103, 114
115, 116, 120, 120.5, 124

FILED
In the office of the Secretary of State
of the State of California
AUG 2 - 1945
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

Sacramento
May 29, 1945

DEPARTMENT BULLETIN NO. 253 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Case schedules on
Philippine Repatriates

The following request has been received from the Federal Social Security Board:

"It is necessary at this time to review activities under the Civilian War Assistance program in order to determine as far as possible the estimated need for funds for the coming fiscal year. An area in which we have little information is the need of persons repatriated from the Philippines for continuing assistance.

"In order to secure this information we are requesting that a schedule be prepared for each CWA case repatriated from the Philippines who are receiving assistance on May 31, 1945.

"If you have questions in regard to interpretation of items we shall be glad to assist you in any way possible; but with the deadline date so near, it may be necessary if questions arise on individual cases to go ahead and fill out the schedule without waiting for interpretation but giving sufficient information as to the difficulty involved so that the schedule can be edited in the regional office."

Sample copies of the schedule and instructions are being sent to each county welfare department. Supplies estimated to cover their needs are being sent to all county welfare departments known or presumed to have cases of Philippine Repatriates currently receiving Civilian War Assistance.

County welfare departments requiring additional schedules or instructions should send their requests immediately to the State Department of Social Welfare, 616 K Street, Sacramento (14), California.

These schedules are to be completed (one schedule for each case) and sent to the State Department of Social Welfare at Sacramento, so as to reach there not later than Friday, June 8th.

Your cooperation will be appreciated.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulat[illegible] (or as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Dan. Waterman
(Signature)

Director
(Title)

7/31/45
(Date)

Authority: Welfare and Institutions Code Sections 103, 114, 115, 116, 120, 120.5, 124

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
June 8, 1945

FILED
In the office of the Secretary of State
of the State of California
AUG 2 - 1945
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 255 (WS)

IN REPLY PLEASE REFER TO:

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Medical Care Available to Evacuees and Repatriates Through U.S. Public Health Service

The following instructions received from the USPHS become effective immediately, and supersede those issued in Bulletin 251 (WS) under item 3, "Medical Care", on page 4.

The U.S. Public Health Service has authority to provide all necessary hospital, medical, or dental care to repatriates or evacuees from the Pacific War Area. The sole eligibility requirement for this care is repatriation or evacuation under Government sponsorship provided that the person is not eligible for medical care from other Federal sources such as the U.S. Employees Compensation Commission, Army, Navy, etc. U.S. Public Health Service requires no means test for this medical care and it can be provided regardless of eligibility for Civilian War Assistance. It is available to all repatriates including subjects of other countries and enemy aliens. Illness or disability need not be directly caused by internment or enemy action, since medical care is available for any illness within one year after repatriation.

The U.S. Public Health Service has requested assistance of the local public welfare agencies in determining whether the person requesting medical care is actually a repatriate. Public welfare agencies will determine whether applicants are repatriates generally on the basis of an interview with the person. For persons who received Civilian War Assistance at the port of debarkation, the local agency should have received a short referral summary from the agency at the port of debarkation which would establish the person's identity as a repatriate. For those cases requesting only medical care, and where there is no summary available, reliance can be placed on the applicant's own statements giving the circumstances of his repatriation. If any question as to repatriation status arises, the U.S. Public Health Service will pay for emergency care until repatriation status is cleared.

In cities where the U.S. Public Health Service provides direct medical or contract care, it is preferred that these facilities of the U.S. Public Health Service be used. In the cities of San Francisco and San Diego referral should be

made directly to U.S. Public Health Service facilities. In the event that these facilities are overcrowded, the person will be returned to the public welfare agency for referral to other community medical services and the U.S. Public Health Service will pay for this care.

In counties where direct or contract service by the U.S. Public Health Service is not available, referrals should be made to the regular community medical services. The repatriate may select his own physician or dentist, or the public welfare department may assist him in arranging care through either public or private facilities, if this service is requested by him. It will no longer be necessary for the public welfare agency to obtain estimates of the cost of medical or dental services, or to determine the proper payment for medical services, since the U.S. Public Health Service will have full responsibility for all financial arrangements.

Referral Procedure

The form letter (attachment #1) should be sent to Dr. Harrison for every repatriate referred for medical care either to U.S. Public Health Service or other medical facilities. The name and address of the public welfare agency should be entered at the top of this form. After "reason for medical referral" enter briefly the type of medical care which the patient requests; for example, "complete physical check-up," "dental care," "eye refraction and glasses," etc. Some repatriates may also have an "Application for Medical Care for Repatriates or Evacuees" (see our Circular Letter No. 293 WS). If the repatriate has this application, it should be completed and sent by the county with the form letter to Dr. Harrison. However, all repatriates have not received this application so that in many cases it will not be possible to include the application with the form letter to the U.S. Public Health Service.

If the repatriate is referred to community medical facilities, he should be given one copy each of attachments 2, 3, and 4 to present to the medical facility. Attachment 2 is the U.S. Public Health Service authorization to provide medical care. It should be noted that prior individual authorization must be obtained by a dentist for tooth replacement. The name and address of the doctor, dentist, hospital, or clinic should be entered on the left, and the date on the line on the right. The patient's name should be entered on the third line. Attachment 3 contains instructions to the medical facility on medical charges and submittal of bills, and attachment 4 is "Certificates Required for Bills to United States Public Health Service."

If referral is made to U.S. Public Health Service facilities, the U.S. Public Health Service authorization and instructions on medical charges are of course unnecessary, but the applicant should be given the form letter to Dr. Harrison for presentation to the U.S. Public Health Service.

We are sending to county welfare departments only, under separate cover, supplies of the U.S. Public Health Service forms referred to above. Additional supplies may be obtained as necessary from this department.

Please advise your field representative immediately if any problems arise in relation to providing medical care to repatriates.

Very sincerely yours,

Chas. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
R ılations) of the

Dept. of Social Welfare
(Name of State Agency)

Dir. Wilenberg
(Signature)

Director
(Title)

7/31/45
(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Authority:
Welfare and Institutions Code
Sections 3051, 3075, 34

Sacramento
June 22, 1945

DEPARTMENT BULLETIN NO. 256 (ANB-APSB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Prevention of Blindness

The State Legislature in 1939 enacted Section 3051 of the Welfare and Institutions Code to enable the State Department of Social Welfare to provide for treatment or operations to prevent blindness or restore vision to applicants for, or recipients of, Aid to the Blind as follows:

> "The Department of Social Welfare may provide for treatment or operations to prevent blindness, or restore vision to applicants for, or recipients of, blind aid who voluntarily request and make written application for such treatment or operation.
>
> "This service shall be extended only to those persons whose age and physical and mental condition will make such physical rehabilitation profitable to the individual, shown by the findings of the physician in the report of the eye examination to be eligible for such treatment, and recommended for such treatment by the advisory committee of ophthalmologists after a full investigation of each case.
>
> "The treatment or operation recommended shall be given at any hospital or clinic designated by the advisory committee, and necessary traveling expenses shall be allowed as part of the expense of the treatment."

The State Department of Social Welfare has requested in its budget for the biennium beginning July 1, 1945, an appropriation of $50,000 in order to place in operation on a statewide basis the provisions of Section 3051. This appropriation will make it possible to extend adequate eye care to applicants for or recipients of Aid to the Blind residing in any part of the State.

ADMINISTRATION

While the administration of the prevention of blindness program will be a direct State responsibility, county participation at several vital points is anticipated with a view toward making the program truly statewide in order that useful vision may be restored to the maximum number of persons and also to effect a substantial saving of public funds.

The State Department of Social Welfare will assume responsibility for defraying all medical, surgical, and hospital charges as well as for making arrangements in connection therewith. The State Department of Social Welfare will

State of California D rtment of Social Welfare

REQUEST FOR TREATMENT
(Division for the Blind - Prevention of Blindness Program)

A thorough explanation has been given by Dr. _____ of the eye condition which makes treatment advisable in my case and I hereby voluntarily request such treatment as is necessary to relieve this condition.

I have been assured that the attending ophthalmologist will employ his professional knowledge and skill to obtain the best possible results in this treatment, but neither the ophthalmologist nor any official or employee of the State of California or of the County of _____ has guaranteed the successful outcome of this treatment, and it is understood that they assume no responsibility or liability for the results of this care or treatment.

_____
Signature of Patient

_____
Address

_____
(Signature of Witness)

_____
(Address)

_____
(Signature of Witness)

_____
(Address)

_____
Date

Form B1 M524, June, 1945

Certified as a Regulation (or as Regulations) of the

Dept of

(Name of State Agency)

Dan Wollenberg

(Signature)

Director

(Title)

7/31/45

(Date)

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Authority:
Welfare and Institutions Code Sections 103, 114, 115, 116, 120, 124, 2020.0, 2140

Sacramento
June 26, 1945

DEPARTMENT BULLETIN NO. 257 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
Nursing Service

FEDERAL LEGISLATION

An amendment to U. S. Public Law 45 was approved on April 25, 1945. It results in the present income of an Old Age Security recipient from nursing service being exempt from consideration in determining the grant, provided (1) the income resulted from the recipient's service as an employee, and the recipient received Old Age Security in or for the month of July 1943. Thus the exemption which has heretofor applied to agricultural income is extended to apply to income from nursing service.

The amendment provides as follows:

"Provided, that section 5 (f) of Public Law 45, Seventy-eighth Congress, approved April 29, 1943, is hereby amended so as to include income and resources from performance of service as a nurse as an employee, or in connection with the care of sick or confined persons as an employee, in addition to income and resources from agricultural labor or labor performed in connection with the raising or harvesting of agricultural commodities as an employee, as income which shall not be a basis of excluding payments made to such an individual in computing payments as in such section provided."

Persons who did not receive Old Age Security in July 1943 (in or for that month) are not eligible to the above exemption, even though they have been employed to render nursing service since April 25, 1945.

DEFINITION OF "NURSING SERVICE"

"Nursing Service" as herein defined is performance as an employee of service as a nurse, or of service in connection with the care of sick or confined persons. Such service includes the following:

1. Service by a registered or practical nurse, nurse's aide, orderly, etc., for adults or children, suffering from acute or chronic illness, or infirmity or disability, either physical or mental.

2. Service directly related to the care of sick or confined persons by reason of their sickness or confinement, in the patient's home or elsewhere, for remuneration in cash or in kind.

Example 1: A recipient is employed to push the wheel chair of a paralytic during his daily outing, and his earnings are exempt.

"EMPLOYEE" DEFINED

An "employee" is one whose paid services are engaged by an employer, and who is subject to control by the employer. When there is any question as to whether the worker is an employee or an independent contractor, the facts in the case should be reviewed to determine whether the worker is subject to control by the employer, or whether such worker is engaged in an independent trade, business, or profession.

Example 2: A recipient takes into his home a niece who is recovering from a broken hip. Since the recipient is an independent contractor and not an employee of the patient, the payment for care is not exempt.

* * * * *

Income from "nursing service" rendered to relatives when an employer-employee relationship exists is subject to the exemption provided in Public Law 45, as amended.

Example 3: A recipient lives elsewhere than in the daughter's home. The son-in-law becomes ill, but the daughter is unable to care for him as she is employed outside the home. The daughter employs the recipient to come into her home to care for her husband in return for free room and board and $25 cash. The recipient's income in cash and in kind is exempt.

Example 4: If in example 1, the recipient has been and is a member of the daughter's household where she has received a contribution of free board and room, such contribution shall continue to represent deductible income as additional service rendered in caring for the recipient's son-in-law is not rendered by the recipient as an employee.

A recipient who renders service to a spouse during said spouse's illness is not considered an employee, and any payment made to the recipient for such service shall not be considered exempt.

Example 5: Each of a couple is receiving aid. The husband receives a $60 pension and one-half of it has been allocated to the wife. The service rendered by the wife during such time as the husband is ill is not rendered as an employee but rather because of mutual responsibility of spouses to care for each other, and the portion of the husband's income allocated to the wife is not exempt.

RECORDING IN CASE RECORD - (Same as for agricultural income)

Ordinarily the facts reported by the recipient provide sufficient basis for determining that the employment constitutes "nursing service". The case record shall show a statement of the information which led to such conclusion. When doubt arises as to the nature of the employment, the case record shall contain the information given by the recipient as to the date employment began, the earnings, and the date of termination.

When the employment is not specifically covered by the definition of "nursing service", but in the county's judgment it should be so considered, the person may be deemed to be so employed while the specific situation is referred to the SDSW and until the county is advised of a decision to the contrary.

ADJUSTMENT OF GRANT

When adjustment of the recipient's grant is necessary due to income from "nursing service" exactly the same procedure applies as is now applicable when adjusting for non-exempt agricultural income. This procedure is outlined in Manual Section 151-95, Income from Agricultural Labor. Therefore, the procedure and examples are not included here.

EFFECT OF INCOME FROM "NURSING SERVICE" UPON THE SPOUSE - (Same as for agricultural income)

If all or any part of the income from "nursing service" is exempt so far as the earner is concerned it shall not affect the grant of the spouse.

If the recipient who is the earner is not entitled to exempt income from "nursing service", the degree to which the spouse benefits from such income shall be determined as provided in Section 153-80, Allocation of Income to Spouse.

The degree to which a recipient benefits from income of an ineligible spouse who has income from "nursing service" shall be determined in exactly the same manner as when an ineligible spouse has earnings from any other type of employment. (See Section 152-50, Contribution from Legally Responsible Relatives as Income).

Very sincerely yours,

Chas. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a R lation (or as Regulations) of

Dept. of Social Welfare
(Name of State Agency)

Dir. Wolcenberg
(Signature)

Director
(Title)

7/31/45
(Date)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
July 26, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 4

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

C. M. Wollenberg ab

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Enclosures

Authority: Welfare and Institutions Code Sections 1620-1629 and 23-00-2309

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

FILED
in the office of the Secretary of State
of the State of California
AUG 1 - 1945
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

Sacramento
June 29, 1945

S.D.S.W. REGULATION BOARDING HOMES NO. 4

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER TO:

Subject: Accredited and Inspection Agency Procedure - BHC & BHA

This bulletin rescinds the following previously issued material:

1. Outline of Procedure for Approved and Accredited Inspection Agencies of the State Department of Social Welfare for Aged Boarding Homes dated November 16, 1943.

2. Outline of Procedure for Approved and Accredited Inspection Agencies for Children's Boarding Homes dated November 16, 1943.

3. Outline of Procedure for Inspection Agencies of the State Department of Social Welfare for Boarding Homes for the Aged dated September, 1942. (Form BHA M10, September, 1942)

4. Outline of Procedures for Inspection Agencies of the State Department of Social Welfare for Boarding Homes for Children dated September, 1942. (Form BHC M26, September, 1942 and the Supplement to the above issued December, 1942)

The procedure for accredited agencies and inspection agencies for boarding homes for children and aged is combined in these instructions.

Basis for Delegation by the State Department of Social Welfare and Acceptance of Responsibility by Local Agencies:

Sections 1622 and 2302 of the Welfare and Institutions Code pertaining to boarding homes for children and aged state:

> "The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the State Department."

Under the authority of this section, the State Department of Social Welfare has delegated, and local agencies have accepted, responsibility for the inspection, licensing, and supervision of boarding homes for aged and children.

Delegation to local agencies has been emphasized by the State Department of Social Welfare since 1927 because it has been demonstrated that a local agency can give better service than a state agency remote from the community. Through maintenance of a central registry of homes available, a referral service can be given to individuals and other local agencies, and counseling service is possible whereby a determination of the individual needs of the aged person or child is made so that the best possible licensed home can be selected for placement. Because licensing and use of homes are closely related to each other, recruitment of the homes needed by the community can best be carried on by a local agency.

JURISDICTION AND DEGREE OF RESPONSIBILITY DELEGATED TO LOCAL AGENCIES

Delegation to local agencies embodies various degrees of responsibility. Agencies which license homes are "accredited" agencies. Agencies which merely inspect but do not issue licenses are "inspection" agencies.

Accredited agencies likewise may differ among themselves in the licensing responsibility assumed. Some agencies will license all the different types and sizes of boarding homes caring for aged and children, while other agencies will elect to license only the smaller homes or homes for children which give only certain types of care.

Similarly an inspection agency may inspect all homes, which are then licensed by the State Department of Social Welfare, or they may inspect only the smaller homes.

An accredited or inspection agency may at any time be authorized by the Social Welfare Board to increase the scope of its jurisdiction, and an inspection agency may have its status changed to that of an accredited agency.

RECORDS TO BE MAINTAINED BY DELEGATED AGENCIES

Both accredited and inspection agencies must maintain complete case records of all correspondence, records, and reports on each home within their licensing or inspection jurisdiction. No case records are kept by the State Department of Social Welfare on homes licensed by an accredited agency. However, since duplicate case records must be maintained for the inspection agency boarding homes for which the State Department of Social Welfare must issue the licenses, the inspection agency must secure in duplicate the application for license, the reference reports, the fire clearance reports and the inspection study report on each case. At the time licensing review of the case is made by the State Department of Social Welfare these duplicate copies are removed from the inspection agency case record and become the State Department of Social Welfare case record.

An agency becoming an accredited agency or inspection agency for the first time receives from the State Department of Social Welfare, case material and information on current licensing status of all boarding homes in its jurisdiction. Material on pending cases on which the agency has agreed to complete action is also sent to the inspection or accredited agency and thereafter the State Department of Social Welfare directs all inquiries on boarding homes for appropriate action to the local agency having jurisdiction in that area.

Statistical Reports to State Department of Social Welfare:

A monthly statistical report (BHA 10, BHC 7) on aged and children's boarding homes is required in duplicate from each accredited agency. Reports must reach the State Department of Social Welfare not later than the eighth of each month.

For inspection agencies, the State Department of Social Welfare will prepare monthly statistical reports on form BHA 10 and BHC 7 to show licensing status of cases.

This information is necessary to show status of the program and is used by the State Department of Social Welfare for many purposes; therefore, completeness, promptness, and accuracy of such reporting is necessary.

PROCESSING OF CASES

Applications:

It is the duty of accredited and inspection agencies to accept applications for license and to act on such applications in accordance with their delegated responsibilities as rapidly as it is administratively possible. Any person has a right to apply for a license and such right is in no way contingent upon the availability of aged guests or children for placement.

Inquiries from prospective foster mothers and operators come by letter, telephone, or visit to the office of the agency. Inquiries by mail or telephone may be answered by a letter which encloses a copy of the standards and application blanks. However, unless distance and transportation difficulties make it impracticable the time of the agency is often saved by asking such inquirers to call by appointment at the office so that a complete initial interview can be held.

When such interview is held fully interpreting the qualifications and responsibilities of a foster mother or operator, the prospective applicant who obviously fails to meet licensing requirements may decide not to proceed further with the filing of an application. Such an inquiry which does not result in an application should be recorded. Some agencies may wish to keep an index of such inquiries as a measure of work volume and an indication of the number of licensed homes which result from the total number of interviews held with prospective foster parents and operators. The State Department of Social Welfare does not at this time require that statistics be submitted on these cases.

The applicant who obviously appears unqualified for a license at the intake interview but who does not voluntarily decide to drop the matter must be given an application upon which suitable action must be taken. Similarly an unlicensed foster mother or operator who is currently engaged in giving care to aged or children and who does not voluntarily agree to immediately discontinue this activity after explanation that a license cannot be granted, must be given an application and instructed to file it for suitable action.

Application forms BHC 1 or BHA 1 (Inspection agency must secure these in duplicate) must be completed and filed by applicants. It is desirable that the applicant's own statements in answer to the questions on the application form be secured as an aid in evaluating the applicant and the home. The signature of the spouse of the applicant is required if the couple are living together.

Prompt completion of the social study and licensing action is necessary in order that no homes be lost by undue delay.

References:

Reference reports (required in duplicate by inspection agencies) from the three persons listed by the applicant, or any other references which the agency considers desirable, must be secured. When reference reports are secured in writing, forms BHA 2 or BHC 2 may be used. However, interviews with references are preferable. Clearance of significant Social Service Exchange registrations should also be made.

Fire Clearances:

For those categories of homes requiring fire clearance because of their size, location, type of occupancy, or because of some special hazard (refer to material dated June 9, 1944), written clearance must be on file from the State Fire Marshal that fire safety exists. Inspection agency records should contain fire clearance requests (form Ac Ag 4) and replies in duplicate.

Other Clearances:

Clearances other than for fire safety, such as health, zoning, or housing which may be required because of local ordinance or other special problem, must also be on file.

Home Visit:

The home visit and interviews with members of the family must be completed.

Report of Social Study of Home:

The evaluation of the home and recommendations for licensing action may be recorded on Form BHA 3 or BHC 4, Investigation Form. However, an adequate narrative covering the points on these forms may be used instead. Inspection agencies must make this report in duplicate.

Licensing Review: (For inspection agency only)

When the study of the home has been completed and the report and recommendations are ready for licensing review, the State Department of Social Welfare is so notified on form BH M21. A representative of the State Department of Social Welfare will then review the case record in the agency office and if the report and evaluation adequately support the recommendation made, the duplicate application, the report of the home study, the reference material, and the fire clearance will be detached from the agency record to become the State Department of Social Welfare record.

When material on file is incomplete, unsatisfactory, or does not adequately support the recommendation made, the case will be discussed and recommendations may be made as to what further investigation or recording should be done.

Issuance of License: (Inspection agency only)

The license will be sent by the State Department of Social Welfare to the home and licensing notification made to the inspection agency and to any other agencies in the county which are to receive this notification. Other information for the use of the foster mother or operator will be enclosed, such as pertinent nutrition material, register forms etc.

As notification is received that the case is licensed, the inspection agency should enter the case name and expiration date of license in a control file to insure automatic attention at least thirty days or other suitable interval before renewal is due.

Issuance of License: (Accredited agency only)

The license form (BHA 6 or BHC 11) should be completed and signed by the executive or the delegated officer of the accredited agency. The boarding home license covers the period of one year and the date of expiration would, therefore, be one year from the date of issuance.

The license should be mailed to the foster mother or operator together with any special instructions, and material such as pertinent information on diet, home pasteurization of milk, register forms, etc., may be enclosed.

After the license is issued, the accredited agency should enter the case name and expiration date in a control file so that the case will automatically come up for attention at least thirty days or other suitable interval before renewal is due.

Renewal of License: (Inspection and accredited agencies)

Inspection and accredited agencies are responsible for making renewal studies and reports as these become due. A boarding home license must be renewed annually and a renewal application must be filed each year (Sections 1624 and 2304, Welfare and Institutions Code).

Foster parents and operators should be requested to file a renewal application (BHC 3 or BHA 4, in duplicate for inspection agencies) during the thirty days before expiration of license or sooner. This request to file a renewal application may be by personal interview. However, notification in writing by use of a form letter may be more satisfactory. Sample form BH M1, Notification of License Expiration, is included in the list of forms given below and may be used for this purpose.

Annual fire clearance must be secured on those categories of homes which require referral to the Fire Marshal.

Recording of the renewal evaluation may be made on Form BHC 15 or BHA 3 or by means of a narrative, incorporating the subjects on these forms. (Inspection agency reports must be made in duplicate.)

The renewal study should contain information from agencies or individuals who have used the home during the past year, as well as a summary of information gathered by the agency during supervision of the home between the initial application and renewal. The emphasis at renewal should be the evaluation

of the home in terms of service to the children or aged guests who have been placed there. Reports from references are not however required as in the case of initial applications.

If a home call has not been made within a reasonable period prior to the filing of the renewal application or if such a call has been made but it is not known whether changes have occurred in the home, a special renewal home visit should be made at the time of renewal. If periodic visits have been made during the year in the course of supervising the children or aged guests placed in the home or assisting the foster mother or operator in the care of the children or aged guests, and such a visit has been made within a reasonable interval prior to the expiration of the license, no special visit need be made for renewal purposes.

After the renewal study is completed and recorded, the licensing procedure will be the same as for new applications. The State Department of Social Welfare will be notified on form BH M21 by the inspection agency that the case is ready for review. The State Department of Social Welfare will transmit the renewal license to the foster mother or operator with notification of licensing action to the inspection agency. The accredited agency will transmit the license to the foster mother or operator as before.

Effective Date of Renewal of License: (Accredited agency)

Renewal investigations shall be completed as soon as administratively possible. The effective date of a renewal license shall not precede the date the renewal study was completed. A license shall not be pre-dated to expiration date of previous license in those instances where the license has automatically expired and a renewal remains pending or overdue for a varying length of time.

Some agencies may wish to renew a license before its expiration date in order to complete a block of cases in a certain geographical area at one time, or for some other reason. There is no objection to such a procedure.

Withdrawals:

In addition to licensing, a pending application may be disposed of by means of a voluntary withdrawal. During the initial study or renewal study, an applicant may wish to withdraw her application. In some instances, the foster mother or operator who cannot meet minimum standards may wish to reconsider her application and, therefore, withdraw it. Her signature on form BH M8 (in duplicate for inspection agencies) will serve to dispose of her application. There may be instances in which signature on this withdrawal form cannot be obtained although the applicant wishes to discontinue her application. In such instances a letter to the applicant confirming this agreement may be written by the agency. (Extra carbon copy needed for State Department of Social Welfare record in inspection agencies.) This also will serve to dispose of the pending application.

Voluntary Discontinuances:

At any time during which a license is in effect when the foster mother or operator moves away or wishes to discontinue the service she is giving, she should be asked to return her license for cancellation. Form BH M14 (in duplicate by inspection agencies) may be used for such closings to show that the home is not giving care to either aged persons or children at the time the license is discontinued.

Denials:

When it is necessary to recommend denial of a new application or a renewal application, this action should be carefully discussed with the applicant and a plan and date agreed upon for the discontinuance of care to any children or aged guests in the home. The details of this arrangement, the discussion with the applicant, and complete information regarding reasons and facts substantiating the recommendation for denial must be recorded.

For the inspection agency, notification to the State Department of Social Welfare on form BH M21 should be made. After concurrence by the State Department of Social Welfare, a letter of denial will be sent the applicant by the State Department of Social Welfare with a copy to the inspection agency. Other agencies receiving copies of license notifications will receive a copy of the denial letter.

A written notice of denial must always be sent by the accredited agency to the applicant.

Revocation:

Revocation is the action by which a license currently in effect is rescinded for cause.

Revocation is provided for in Sections 2305 (aged) and 1625 (children) of the Welfare and Institutions Code which state as follows:

> "Permits or licenses may be revoked for cause after a hearing before the State Department of Social Welfare or an approved and accredited inspection service. Written notice of the time and place of such hearing and of the charges made against the holder of the permit or license shall be duly served on him not less than 10 days prior to the time fixed for such hearing."

An agency accredited to license homes may also revoke such licenses provided that right has been specifically delegated to the agency by the State Department of Social Welfare. When specifically delegated, the contract between the State Department of Social Welfare and the agency will so indicate, and when revocation is not delegated, this will likewise be indicated in the contract.

An agency which wishes to undertake the responsibility for revocation of license must submit its plan for a hearing officer or hearing body, and its hearing procedure.

The following considerations may be used as guides for the establishment of a hearing body or officer:

1. Use of Welfare Commission where such exists.

2. Use of the board of supervisors or a committee of the board.

3. Use of members of other social or health agencies, school departments, etc., where such resources can be utilized.

4. In general, a hearing body limited to administrative personnel of the accredited agency itself would seem unwise unless there are no other resources.

The delegation of revocation responsibility will be made by the State Department of Social Welfare after thorough consideration has been given by the agency to the requirements of this responsibility.

Revocation Procedure: (Accredited agencies)

The procedure for revoking such licenses and the duties and privileges of the licensee are as follows:

1. Upon determination by the licensing agency that it desires to revoke a license, a notice shall be sent by registered mail to the licensee that the matter of compliance with regulations is up for review, setting forth the reasons for such questions regarding license, and stating that there will be a hearing before the licensing agency on a date which shall be not less than ten days from the date of the registered letter.

2. The hearing will be an open hearing unless the licensee requests a private hearing.

3. The licensee may appear at the hearing and present such evidence as she desires. She may be represented by counsel or the arguments may be presented in the form of a brief to the hearing body. Testimony at such hearing must be taken under oath.

4. The hearing body is to make either a transcript of the hearing or a resume of the hearing setting forth the grounds on which it has made its decision.

5. After the hearing the licensing agency must, within ten days, render its decision.

6. At the time of such hearing, the appellant shall be notified of his right of appeal to the State Social Welfare Board, and the appellant shall have thirty days after the decision of the hearing body of the local agency in which to appeal to the State Social Welfare Board. After the thirty-day period the right of appeal to the Social Welfare Board no longer exists. During the interim between the decision of the local agency and the hearing and decision of the State Social Welfare Board, the licensee's license shall not be deemed to be revoked until the thirty-day period in which to make an appeal has expired.

Revocation in Inspection Agencies:

If at any time after a license has been granted and cause for revocation is found to exist, the reasons should be carefully recorded with substantiating facts. Discussions with the boarding home mother or operator should be carefully recorded showing the efforts made to bring the situation into conformity with standards. (Notification to the State Department on BH M21 should be made) The record will be reviewed by the State

Department of Social Welfare and after concurrence in the recommendation, arrangements will be made for revocation proceedings by the State Department of Social Welfare.

Increase or Decrease in License in Accredited Agencies:

The number of children or aged guests permitted under a particular license may be changed during the year that the license is active by a letter of authorization from the accredited agency. This should only be done after assurance has been made that the requested change is advisable.

Increase or Decrease in License in Inspection Agencies:

After notification is received on form BH M21 and review of record showing that increase in license is justified, the State Department of Social Welfare will send the foster mother or operator a letter of authorization with a carbon copy to the inspection agency and any other agencies which customarily receive licensing information.

Change of Address:

A boarding home license is always issued with the understanding that it is for the particular home in which the applicant is living at the time the license is issued. For that reason, if the applicant should move to a new address, the license is automatically cancelled and a new application, a new investigation, and a new license are necessary.

Referrals to District Attorney for Action: (Accredited agencies and State Department of Social Welfare)

Sections 1630 (children) and 2310 (aged) provide that:

> "The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter."

Uniform or routine referral to the District Attorney for action under Sections 1630 and 2310 is to be made by accredited agencies and the State Department of Social Welfare for inspection agencies, in the case of adverse fire reports which result in denial of license. Uniform referral in other instances need not be made except when the home may continue to operate after denial or revocation has occurred.

The letter of referral to the District Attorney should indicate the reason for denial or revocation, date of denial or revocation, whether the home has agreed to discontinue operation by a specific date, whether other plans have been made for the children or guests under care, and a clear statement that action is requested of the District Attorney under Sections 1630 or 2310.

Discussion of the situation with the District Attorney might well precede or follow such referral.

Operation of a boarding home for aged or children without a license constitutes a violation of the law. Under such circumstances, the provisions of the law should be called to the attention of the foster mother or operator and opportunity should be given to file an application. Refusal by the foster mother or operator to file an application is sufficient reason to refer the situation to the district attorney for action.

Supplies:

Supplies of forms and informational material are furnished free of charge by the State Department of Social Welfare at 616 K Street, Sacramento. Agencies with a large annual consumption of forms and other material may furnish the State Department of Social Welfare with annual consumption figures and request that a quarterly supply be automatically sent them each quarter. This procedure will enable agencies to maintain current supplies of current forms, will obviate repeated orders, and will enable the State Department of Social Welfare to control the stock of material on hand at all times.

Smaller agencies may find it easier to order supplies as needed.

FORMS BHA FOR ACCREDITED AND INSPECTION AGENCIES*

BHA 1	Application
BHA 2	Report of Reference
BHA 3	Investigation
BHA 4	Application for Renewal
BHA 5	Minimum Requirements
BHA 6	License Form
BHA 7	Fire Safety Clearance
BHA 10	Monthly Statistical Report to SDSW
BHA 50	Register for Licensed Home for Aged (formerly BHA M3)
BHA 14	Office Interview (formerly BHA M2)

Diet Pamphlet - "General Suggestions for Food for Aged Persons" (Nov. 1943)

FORMS FOR USE ON BHA AND BHC*

BH M1	Notification of License Expiration (Sample form only)
BH M8	Withdrawal of Application
BH M9	Case Closing Report
BH M14	Request for Discontinuance of License
BH M4	Licensing Action Sheet
BH M21	Agency Report Re Cases Ready for Review
AcAg 4	Request for Fire Marshal Clearance

*Form numbers are in process of revision at this time; therefore, when ordering supplies, please give title of form as well as form number.

FORMS BHC FOR ACCREDITED AND INSPECTION AGENCIES*

BHC 1	Application for License
BHC 2	Report of Reference Form
BHC 4	Investigation Report (Initial)
BHC 3	Renewal Application for License
BHC 22	Renewal Investigation Report (formerly BHC 15)
BHC 11	License Form
BHC 41	Monthly Statistical Report to SDSW (formerly BHC 7)
BHC M3	Office Interview
BHC 51	Parents Signed Consent for Emergency Medical and Surgical Care (formerly CI 13)

Instructions for Home Pasteurization of Milk (June 1945)

Foster Home Care Standards (Day Care and 24-Hour Care) (Revised April 1945)

Diet Pamphlets - "Food for Young Children" (Revised May 1945)

"Food Pattern for the Adolescent" (February 1942)

"Day Care Food Standards" (May 1945)

PARENT CHILD HOME FORMS FOR ACCREDITED AND INSPECTION AGENCIES*

BHC 17 (P)	Application for License to Operate Home for Children Together with their Parents
BHC 19 (P)	Renewal Application for License to Operate a Home for Children Together with their Parents
CI 4	Physical History Sheet Employees and Applicants
CI 52.3	Child's Medical Record (formerly CI 12)
BHC 18 (P)	Register for Homes for Parents and Children

*Form numbers are in process of revision at this time; therefore, when ordering supplies, please give title of form as well as form number.

MAIN OFFICE
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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 13, 1945

Hon. Frank H. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

MANUAL LETTER NO. 81

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1945

1299

MANUAL LETTER NO. 81

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Purpose and General Provisions	Revisions 26 and 27
Real Property	Revision 66
Personal Property	Revisions 52 thru 61
Income	Revisions 29 thru 34
Amount of Grant	Revisions 7 thru 22
Institutional Inmates	Revisions 33 thru 41
Classification	Revisions 16 thru 24
Applications	Revisions 32 thru 34
Investigation and Decision	Revisions 99 thru 102
Fair Hearing	Revisions 12 thru 19
Continuing Services	Revisions 66 thru 73
Financial Procedures	Revisions 105 thru 116
Glossary	Revisions 17 and 18

Except as listed below these revisions are effective on Sept. 15, 1945 and result from changes in the law. They were approved by the Social Welfare Board on July 26, 1945.

The following revisions became effective <u>immediately</u>:

Section 143-35 modifies the policy regarding the determination of the amount of cash in the personal possession of the applicant, and the policy governing review of contents of a safe deposit box.

Sections 155-50 and 156-25 have been expanded to provide the treatment by a practitioner of any type of therapy subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts may be established as a special need.

Section 351-05 contains an important change in determining the due date of the next annual reinvestigation when the reinvestigation for the current year is completed in advance of the month in which it was due.

Section 151-90 has been revised in accordance with Attorney General's Opinion NS5736 which provided that, principal payments on capital investments may not be deducted from the gross income in determining the amount of net income in Aid to Partially Self-Support-

ing Blind.

The following manual sections have been deleted with the release of the attached Manual sections:

Secs.	105-05	130-15	150-30	165-10	200-15
	105-10	140-05	160-05	170-05	230-05
	105-15	140-10	160-10	170-10	325-05
	122-67	140-15	160-15	170-15	325-10
	130-05	150-10	163-50	200-05	325-15
	130-10	150-20	164-20	200-10	351-45

The page containing Secs. 170-05, 170-10, and 170-15 should be removed from the Manual.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

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Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 22, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

MANUAL LETTER NO. 82

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Certified as a Regulation (or as Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

[illegible]
(Signature)

Director
(Title)

8/28/45
(Date)

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Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 20, 1945

FILED
In the office of the Secretary of State
of the State of California
AUG 28 1945
FRANK M. JORDAN, Secretary of State
By Robert T. Jordan
Assistant Secretary of State

MANUAL LETTER NO. 82

The attached revisions 35 and 36 to the Income Chapter are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separator for the revised chapter.

These revisions correct an error in Section 150-00, Provision, W. & I. Code Regarding Income.

150-00 (Continued) 150-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
	4. THE VALUE OF GIFTS. 5. THE VALUE OF THE USE AND OCCUPANCY OF PREMISES OWNED AND OCCUPIED BY THE APPLICANT; 6. THE NET INCOME FROM REAL AND PERSONAL PROPERTY OWNED BY THE APPLICANT. INCOME IN ADDITION TO THE ABOVE SPECIFIED SHALL BE COMPUTED ON THE BASIS OF NET INCOME. (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME IN APSB) (W&IC 3472) PREMIUMS PAID ON LIFE INSURANCE POLICIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE APPLICANT OR RECIPIENT, WHETHER OR NOT THE PERSON BY WHOM THE PREMIUMS ARE PAID IS A RESPONSIBLE RELATIVE AND NO DEDUCTION THEREFOR SHALL BE MADE FROM THE AMOUNT OF AID GRANTED. (W&IC 3047, 3447) FREE BOARD AND LODGING SUPPLIED TO AN APPLICANT FOR ANB OR APSB BECAUSE OF HIS NECESSITY THEREFOR, BY A FRIEND OR RELATIVE WHO IS NOT RESPONSIBLE FOR HIS SUPPORT OR WHO IS FINANCIALLY UNABLE TO SUPPORT HIM, SHALL NOT BE A GROUND FOR REFUSING AID. (W&IC 3049, 3449)	

150-00 PROVISION, W. & I, CODE REGARDING INCOME 150-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
THE AMOUNT OF AID TO WHICH ANY APPLICANT SHALL BE ENTITLED SHALL BE, WHEN ADDED TO THE INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) OF THE APPLICANT FROM ALL OTHER SOURCES, FIFTY DOLLARS ($50) PER MONTH. WHEN THE ACTUAL NEED OF AN APPLICANT EXCEEDS FIFTY DOLLARS ($50) PER MONTH, SUCH APPLICANT SHALL BE ENTITLED TO RECEIVE AID IN AN AMOUNT (NOT TO EXCEED FIFTY DOLLARS ($50) PER MONTH) WHICH WHEN ADDED TO HIS INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) FROM ALL OTHER SOURCES, SHALL EQUAL HIS ACTUAL NEED. (W&IC 2020) AID SHALL BE GRANTED TO ANY PERSON OTHERWISE ELIGIBLE WHO IS NOT RECEIVING ADEQUATE SUPPORT FROM A HUSBAND OR WIFE, OR CHILD ABLE AND RESPONSIBLE UNDER THE LAWS OF THIS STATE TO FURNISH SUCH SUPPORT. FREE BOARD AND LODGING SUPPLIED TO AN APPLICANT, BECAUSE OF HIS NECESSITY, BY A FRIEND OR RELATIVE WHO IS NOT RESPONSIBLE FOR HIS SUPPORT, SHALL NOT BE GROUND FOR REFUSING AID. (W&IC 2160) PREMIUMS PAID ON LIFE INSURANCE POLICIES SHALL NOT BE DEEMED INCOME OR RESOURCES OF THE APPLICANT OR RECIPIENT, WHETHER OR NOT THE PERSON BY WHOM THE PREMIUMS ARE PAID IS A RESPONSIBLE RELATIVE AND NO DEDUCTION THEREFOR SHALL BE MADE FROM THE AMOUNT OF AID GRANTED. (W&IC 2163) WHEN AMENDMENTS TO THE FEDERAL STATUTES OR RULES OF THE FSSB PERMIT, INCOME OR RESOURCES OF THE APPLICANT SHALL NOT BE DEDUCTED FROM THE AMOUNT OF AID TO WHICH THE APPLICANT WOULD OTHERWISE BE ENTITLED. (W&IC 2020.05)	THE AMOUNT OF AID TO WHICH AN APPLICANT FOR ANB SHALL BE ENTITLED, SHALL BE WHEN ADDED TO THE INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL AND INCONSEQUENTIAL RESOURCES) OF THE APPLICANT FROM ALL OTHER SOURCES, SIXTY DOLLARS ($60) PER MONTH. WHEN THE ACTUAL NEED OF AN APPLICANT EXCEEDS SIXTY DOLLARS ($60) PER MONTH, SUCH APPLICANT SHALL BE ENTITLED TO RECEIVE AID IN AN AMOUNT, NOT TO EXCEED SIXTY DOLLARS ($60) PER MONTH, WHICH WHEN ADDED TO HIS INCOME (INCLUDING THE VALUE OF CURRENTLY USED RESOURCES, BUT EXCEPTING CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) FROM ALL OTHER SOURCES, SHALL EQUAL HIS ACTUAL NEED. (W&IC 3084) THE AMOUNT OF AID TO WHICH ANY APPLICANT FOR APSB SHALL BE ENTITLED SHALL BE, WHEN ADDED TO THE NET INCOME OF THE APPLICANT FROM ALL OTHER SOURCES, SIXTY DOLLARS ($60) PER MONTH. NET INCOME FROM ANY OF THE FOLLOWING SOURCES OF A COMBINED TOTAL VALUE NOT EXCEEDING EIGHT HUNDRED DOLLARS ($800) PER ANNUM SHALL NOT BE CONSIDERED FOR ANY PURPOSE: 1. INCOME FROM APPLICANT'S LABOR OR SERVICES; 2. THE VALUE OF FOODSTUFFS PRODUCED BY THE APPLICANT OR HIS FAMILY FOR HIS USE OR THAT OF HIS FAMILY; 3. THE VALUE OF FIREWOOD AND/OR WATER PRODUCED ON THE PREMISES OF THE APPLICANT OR GIVEN TO HIM BY ANOTHER FOR THE APPLICANT'S USE;	

(Section Continued on Next Page)

Certified as a Regulation (or as Regulations) the

State Dept of Social Welfare
(Name of State Agency)

[illegible]
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&I C 3075, 346

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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1945

FILED
In the office of the Secretary of State
of the State of California
AUG 29 1945
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 260 (ANB & APSB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: September 15, 1945, Amendments -
Aid to Needy Blind
Aid to Partially Self-Supporting
Blind Residents

The Aid to Needy Blind and the Aid to Partially Self-Supporting Blind Residents laws have been amended by Chapters 268, 269, 296, 297, 298, 483, 522, 523, 634, and 770, Statutes of 1945. The amended laws become effective September 15, 1945. All actions of the Board of Supervisors on Applications and Notices of Change on or after September 15, 1945, shall be in accord with the amended requirements.

The following rules and regulations pertain to new sections which have been added to the Code and to sections which have been amended. All existing rules and regulations which are in conflict with them are cancelled effective September 15, 1945. Rulings in the Manual of Policies and Procedures have been amended and are being forwarded.

Very sincerely yours,

C. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

INDEX

Section 3002 ANB
3401.5 APSB

"No blind person shall be deemed a pauper because he receives aid under this chapter. This chapter shall be construed separate and apart from any provisions of law for the aid and relief of indigents. It is recognized that the needs of blind persons may be different from the needs of aged persons".

These sections have been amended by recognizing that the needs of blind persons may be different from the needs of aged persons just as the Aid to Blind laws have long recognized that the needs of blind persons are different from the needs of indigents. (See Revised Manual Section 101.15, Purpose and Construction of ANB and APSB laws).

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Section 3047 ANB

"(a) Aid shall not be received under the provisions of this chapter by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances thereon of record, is in excess of three thousand dollars ($3,000).

"(b) Aid shall not be received under the provisions of this chapter by any person who owns cash, insurance having a cash surrender value, or securities, the combined value of which, less all encumbrances thereon of record, is in excess of six hundred dollars ($600) unless the Department of Social Welfare finds that the person is capable of becoming partially or wholly self-supporting, and that he has entered upon a program designed to render him so self-supporting, in which case he may own additional cash, insurance having a surrender value, or securities of a value reasonably necessary to carry out such program (but not in excess of the valuation specified in subdivision (a) of this section) without thereby becoming ineligible for aid.

"(c) The term "personal property" shall not include a policy or policies of life insurance on the life of the applicant or recipient which has or have been in effect at least five years prior to the date of application, if the value of the policy or policies at maturity is in an amount not exceeding one thousand dollars ($1,000).

"No life insurance policy shall be valued at more than its present surrender value to the applicant or recipient. Premiums paid on life insurance policies shall not be deemed income or resources of the applicant or recipient, whether or not the person by whom the premiums are paid is a responsible relative of the applicant or recipient, and no deduction therefor shall be made from the amount of aid granted to the recipient."

The amendments to this section provide: (a) a person having in excess of $600 in cash, insurance having a cash surrender value, or securities, is not eligible for Aid to Needy Blind unless the State Department of Social Welfare finds that he has a plan for achieving partial or complete self-support; (b) in order to be exempt from inclusion in the personal property limitation, insurance policies must be "life insurance on the life of the applicant or recipient"; (c) that no life insurance policy shall be valued at more than its present surrender value; (d) and that premiums paid on life insurance policies, either by a responsible relative or other person, are no longer considered income to the applicant for or recipient of Aid to Needy Blind and no deduction therefor shall be made from the grant of aid. (See Manual of Policies and Procedures-Sections 140-00, Provisions of the W&I Code Regarding Personal Property; 140-10, Personal Property, ANB & APSB laws; 142-05, Limitations on Personal Property; 150-00, Provisions, W&I Code Regarding Income; 233-55, Verification of Plan for Rehabilitation).

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Section 3447 APSB

"Aid shall not be received under the provisions of this chapter by any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances thereon of record, is in excess of three thousand dollars ($3,000).

"The term "personal property" shall not include a policy or policies of life insurance on the life of the applicant or recipient which has or have been in effect at least five years prior to the date of application, if the value of the policy or policies at maturity is in an amount not exceeding one thousand dollars ($1,000).

"No life insurance policy shall be valued at more than its present surrender value to the applicant or recipient. Premiums paid on life insurance policies shall not be deemed income or resources of the applicant or recipient, whether or not the person by whom the premiums are paid is a responsible relative of the applicant or recipient, and no deduction therefor shall be made from the amount of aid granted to the recipient".

This section as amended now provides that (a) in order to be exempt from inclusion in the personal property limitation, insurance policies must be "life insurance on the life of the applicant or recipient"; (b) that no life insurance policy shall be valued at more than its present surrender value; (c) and that premiums paid on life insurance policies, either by a responsible relative, or other person, are no longer considered income to the applicant for or recipient of APSB and no deduction therefor shall be made from the grant of aid. (See Manual of Policies and Procedures - Revised Sections 140-00, Provisions of the W&I Code Regarding Personal Property; 150-00, Provisions, W&I Code Regarding Income.

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Section 3044 ANB
3444 APSB

"No applicant shall receive aid under the provisions of this chapter while he is an inmate of any institution supported in whole or in part by the State or any of its political subdivisions, but recipients of aid under the provisions of this chapter who are patients in a public hospital for a period

not exceeding two calendar months, and blind persons employed in a shop maintained by the State when such shop does not provide board and room to the employees, shall not be considered inmates of public institutions. No applicant shall be denied the aid provided for in this chapter, however, because he is attending or intends to attend any public high school in this State, the University of California, or any other institution of higher learning in this State.

"Any such inmate, however, may make an application for aid under this chapter and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate, and, if he is otherwise qualified under the terms of this chapter, such application shall be approved. The aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. The applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

"If on the first day of the month a recipient of aid is eligible for aid though an inmate of an institution or hospital, he is entitled to receive aid for the month.

"If a recipient of aid becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors suspending his aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors."

The amendments to these sections change the period of hospitalization from "not exceeding 30 days" to "not exceeding two calendar months."

If the recipient has not been confined to the hospital for more than two calendar months prior to the first of the month for which payment is due aid shall be paid.

Any recipient who on September 15, 1945, has been in a public hospital for less than 30 days shall continue to receive aid until the end of the second calendar month following that in which he was admitted to the public hospital. (See Manual of Policies and Procedures - Revised Sections 160-00, Provisions of W&I Code Regarding Institution Inmates; 162-05, Eligibility of Public Institution Inmates and Parolees; 164-10, Eligibility During Hospitalization; 610-60, Payment to Inmate of Public Institution).

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Section 3044.5 ANB
3460 APSB

"Aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization if the organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance."

This section has been amended by providing that the per capita cost of maintenance in a home or institution maintained by a fraternal, benevolent, or other nonprofit organization is no longer a factor to be considered in determining the eligibility of an applicant for Aid to the Blind and it will no longer be necessary in determining eligibility to ascertain the per capita cost of care in the institution, except to determine the value of personal property when there has been an assignment of property to the institution. (See Manual of Policies and Procedures - Revised Sections 160-00, Provisions of W&I Code Regarding Institution Inmates; 163-00, Eligibility of Inmates of Nonprofit, Fraternal, and Benevolent Institutions; 163-55, Determination of Per Capita Cost in Nonprofit, Fraternal, and Benevolent Institutions).

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Section 3472 APSB

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor. The amount of aid to which any applicant shall be entitled shall be, when added to the net income of the applicant from all other sources, fifty dollars ($50) per month. Net income from any of the following sources of a combined total value not exceeding eight hundred dollars ($800) per annum shall not be considered for any purpose:

"(a) Income from applicant's labor or services;
(b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
(c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
(d) The value of gifts;
(e) The value of the use and occupancy of premises owned and occupied by the applicant;
(f) The net income from real and personal property owned by the applicant.

"Income in addition to the above specified shall be computed on the basis of net income."

This section as amended provides an exempt income in the amount of $800 in any given yearly period. (See Manual of Policies and Procedures - Revised Sections 150-00, Provisions of W&I Code Regarding Income; 152-10, Occupancy

Value of Homes Owned by Recipients; 153-80, Allocation of Income to Spouse; 157-05, Provisions of W&I Code Regarding Determination of Amount of Grant in APSB; 361-15, Adjustment in Amount of Grant.

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Section 3044.1 ANB

"Notwithstanding any provision of Section 3044, for each person, who is receiving assistance under this chapter on the date he enters a county institution for medical, hospital, or infirmary care at county expense, the State, during the period following the first two calendar months of such confinement, shall pay to the county the State's share of the assistance such person was receiving under this chapter at the time of his entrance. Nothing in this section shall prohibit a person from receiving his assistance during the first two calendar months of his confinement, or after his release from the county institution."

This is a new section added to the Aid to Needy Blind law providing for the payment, under certain conditions, to the county of the State's share in the amount of aid which a blind person was receiving at the time of admission to a county institution for medical, hospital, or infirmary care.

A county institution as used in this section means one established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintenance.

A claim for payment to the county for medical, hospital, or infirmary care rendered a former recipient of Aid to Needy Blind in a county institution at county expense may be made if the individual was eligible to and was receiving Aid to Needy Blind on or after September 15, 1945. The individual must have been confined in the institution for two calendar months and payment to him terminated. The State's payment for medical, hospital, or infirmary care rendered in a county institution shall not exceed the amount of the State's participation in the amount of aid the person was receiving when admitted to the institution. The beginning date of a claim for payment to the county for medical, hospital, or infirmary care is the first day of the month following the period of two calendar months in the county institution. Claims for payment to the county may be made only for persons admitted to the institution for medical, hospital, or infirmary care on or after September 15, 1945.

Claim forms which are self-explanatory are attached (Bl 800H and Bl 801H). An initial supply of these forms is being forwarded to the county auditors under separate cover and additional supplies may be secured upon request to the State Department of Social Welfare, 616 'K' Street, Sacramento.

(See Revised Manual Sections 160-00, Provisions of W&I Code Regarding Institution Inmates; 165-00, Payment to County Under W&I Code, Sections 2160.7 and 3044.1; 165-05, Definition of County Institution under W&I Code, Sections 2160.7 and 3044.1; 165-15, Basis for State Payment - County Institutional Claim under W&I Code, Sections 2160.7 and 3044.1; 362-00, General Instructions, Notice of Change; 362-05, Instructions for Recording on Notice of Change, Sec. I; 362-48, Reporting Payment to County for Institutional Care on Notice of Change under W&I Code, Sections 2160.7 and 3044.1; 362-30, Reporting Reason for Change on Notice of Change; 627-25, County Institutional Claim Under W&I Code, Sections 2160.7 and 3044.1).

Section 3086.1 ANB
3473.1 APSB

"No filing fee shall be required from an applicant for or recipient of aid under this chapter for the filing of a petition in the superior court for a review of the proceedings in his case.

"Within ten (10) days after being served with notice of the filing of the petition, the State Department of Social Welfare shall cause to be filed with the clerk of the court the record of the proceedings in the case, and no further pleadings shall be required to bring the matter to issue.

"No bond shall be required in the case of any petition for review, nor in any appeal therefrom.

"If the decision of the court is in favor of the applicant for or recipient of aid, aid shall be paid from the first of the month following date of application therefor, and the applicant or recipient shall be entitled to reasonable attorney's fees and costs."

These are new sections added to the Code and which provide that no filing fee or bond shall be required for the filing of a petition in the superior court. If the court should, when the decision is in favor of the applicant, make a finding as to costs and reasonable attorney's fees, such costs and fees would be charged as indicated by the court's ruling. (See Revised Manual Sections 325-00, Provisions of W&I Code Regarding Fair Hearing; 326-00, Re-Application for Aid After Denial of Appeal; 326-20, Court Review of State Social Welfare Board Decision.

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Section 3087.5 ANB
3473.2 APSB

"The board shall immediately notify the applicant in writing of its decision, and that he may, upon application to the board within 30 days, appear before the board at a time to be fixed by the board, and show cause why the action of the board is not satisfactory. The hearing shall be held within 30 days from the time of application for hearing. Upon good cause shown, the board may reconsider its previous action, and take whatever action the board deems proper upon the application. The decision of the board confirming or reconsidering its previous action shall be rendered within 15 days after the hearing.

"The right of hearing by the board of supervisors provided by this section is intended as an alternative to direct appeal to the State Social Welfare Board, and an applicant who has applied for hearing before the board of supervisors shall not appeal to the State Social Welfare Board until the decision of the board of supervisors has been rendered. After the decision of the board of supervisors has been rendered, the applicant may appeal therefrom to the State Social Welfare Board. An applicant who does not apply for hearing before the board of supervisors may appeal directly to the State Social Welfare Board as provided in Section 3086."

These are new sections added to the Code and provide an alternative to direct appeal to the State Social Welfare Board. (See Revised Manual Sections 210-05, Right to Make Reapplication; 325-00, Provisions of W&I Code, Regarding Fair Hearing; 325-10, Appeal, ANB & APSB laws; 326-00, Re-application for Aid after Denial of Appeal; 326-20, Court Review of State Social Welfare Board Decision).

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Section 3088.5 ANB
3474.5 APSB

"If any applicant or recipient is dissatisfied with the action of the board of supervisors, without the necessity of the filing of a claim with the board of supervisors, he shall, upon filing a petition with the State Department of Social Welfare, have the right of appeal and shall be accorded an opportunity for a fair hearing. The Social Welfare Department shall set such appeal for hearing before the State Social Welfare Board and shall give all parties concerned written notice of the time and place of such hearing. At such hearing the applicant or recipient may appear in person with counsel of his own choosing or in person and without such counsel.

"The State Social Welfare Board shall consider the appeal, and shall dismiss the appeal or award aid as prescribed in this chapter. The county board of supervisors shall then pay to such blind person the sum awarded without such blind person establishing a present need, if any, by the State Social Welfare Board, the payments, if awarded, to commence from the date the applicant was first entitled thereto.

"Payments of aid shall be commenced as of the first day of the month in which the application is granted, unless otherwise directed by the State Social Welfare Board in cases in which an appeal is taken; but in no event shall the aid commence prior to the date of application.

"An applicant whose application for aid under this chapter has been rejected may not again apply for such aid until the expiration of one year from the date of the previous application, except with the consent of the county or an order of the State Department of Social Welfare, or until the condition because of which his application was rejected has been eliminated.

"If the applicant or recipient feels himself aggrieved by any decision of the State Social Welfare Board, he may file with the superior court of the county in which he resides, a petition, praying for a review of the entire proceedings in the matter, upon questions of law involved in the case. Such review is a distinct and cumulative remedy. The State Social Welfare Board shall be the sole respondent in such proceedings."

These are new sections added and provide (a) it is no longer necessary for the recipient to file a claim with the board of supervisors prior to appeal to the State Social Welfare Board for the return of erroneous repayments; (b) the State Social Welfare Board may award a sum on appeal without the necessity of the appellant establishing a present need; (c) an applicant denied aid may not again apply for one (1) year from the date of the denied application except with the consent of the county, by order of the State Department of Social Welfare, or until the condition causing the rejection of the application has been eliminated. (See Revised Manual Sections 200-00, Provisions of W&I Code, Regarding Applications, Re-applications and Restorations; 210-05, Right to Make Reapplication; 325-00, Provisions of W&I Code, Regarding Fair Hearing; 325-95, Re-appeals; 326-20, Court Review of State Social Welfare Board Decision; 674-05, Claims for the Return of Erroneous Repayments).

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Section 3084 ANB — Revised rules and regulations have been drafted pursuant to the excess need provision of this section in conformity with the provisions of Chapter 801 (AB 420). While the statute refers specifically to Old Age Security, its provisions are being extended to Aid to Needy Blind under authority of Section 3075. (See revised Manual Section 156-25).

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Section 3078.5 ANB, 3460 APSB — Revised rules and regulations have been drafted pursuant to the requirement for notification to the recipient when aid is suspended as well as cancelled or revoked in conformity with the provisions of Chapter 1256 (AB 1415). While the statute refers specifically to Old Age Security, its provisions are being extended to Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents programs under authority of Sections 3075 and 3460. Form Bl 239A is attached. (See Department Bulletin No. 261)

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Section 104.5 All Aids — Revised rules and regulations have been drafted pursuant to the requirement that any appeal to the State Social Welfare Board must be applied for within one (1) year after the order or other action complained of in conformity with Chapter 307 (SB 89). (See Department Bulletin No. 263)

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Section 114.5 All Aids — New rules and regulations have been drafted pursuant to the requirement for publication and sale of all rules and regulations of the State Department of Social Welfare in conformity with the provisions of Chapter 730 (AB 770). (See Department Bulletin No. 263)

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Section 118 All Aids — Revised rules and regulations have been drafted pursuant to the amendment that information from records may be made available to certain agencies in conformity with the provisions of Chapter 1298 (AB 832). (See Department Bulletin No. 263)

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Section 3084 ANB
3472 APSB

Revised rules and regulations have been drafted pursuant to the requirements that the grant of aid be increased to $60 a month in conformity with Chapter 1346 (SB 336) and Chapter 1350 (SB 1262). (See Department Bulletin No. 264).

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State of California Department of Social Welfare

NOTIFICATION OF SUSPENDED (WITHHELD) AID PAYMENTS

AID TO THE BLIND

_____ COUNTY

To:

Date_____
State Number_____
County Number_____
District_____

Your Aid to the Blind warrant for the month of _____ has been suspended (withheld) pending completion of investigation of your eligibility to receive it. This action was necessary because:

Every effort is being made to complete the investigation promptly and if you are found eligible to receive the warrant it will be sent to you. Otherwise the aid cannot be paid.

****

Aid is granted on the basis of your present circumstances and in accord with the existing law. The amount of your aid is subject to revision when your circumstances change.

If you do not understand this notice, or are dissatisfied with the action taken, contact the County Welfare Department located at_____ _____ for discussion of any questions involved.

COUNTY WELFARE DEPARTMENT

By_____

An applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may request a hearing before the Board of Supervisors, but such request must be filed with the County Board of Supervisors within 30 days from the date of this notice. (Welfare and Institutions Code, Sections 3087.5 & 3473.2)

OR

The applicant or recipient who is dissatisfied with the action taken on his application, or with respect to the amount of aid granted may appeal directly to the State Department of Social Welfare, 616 K Street, Sacramento, but if a hearing before the Board of Supervisors has been requested, an appeal may not be filed with the State Department of Social Welfare until after the decision of the Board of Supervisors has been rendered. (Welfare and Institutions Code, Sections 3088.5 & 3474.5)

An appeal to, or a request for a hearing before the Social Welfare Board shall be made within one year after the date of the action with which the applicant or recipient is dissatisfied. (Welfare and Institutions Code, Section 104.5)

Important: Information for all recipients of Aid to the Blind

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of your aid.

In accordance with your statement, formally sworn to at the time you signed your application, you are requested to discuss promptly with your County Welfare Department any changes in your circumstances or financial condition. This will include discussion of purchase or sale of real or personal property, and any changes in your income from property, earnings, or any other source.

FORM BL, 239-A, JULY, 1945

STATE OF CALIFORNIA

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FROM_____COUNTY

STATE AID FOR
CARE OF FORMER ANB RECIPIENTS IN COUNTY INSTITUTION
(AS PROVIDED UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE)

MONTH OF_____, 19__ _____FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total aid Blind persons were receiving under the Aid to Needy Blind Law at time of entrance to County Institution (Total of Columns 3A and 4A, Form Bl 801-H) Number of Persons: Current Month_____: Prior Months_____.	$_____	$_____
2. Basis for State share - Regular cases (Total Column 3B, Form Bl 801-H	$_____	$_____
3. State share regular cases (1/2 of Item 2).	$_____	$_____
4. State share non-county cases (Col. 4B, Form Bl 801-H).	$_____	$_____
5. Amount due from State funds (Item 3 plus Item 4).	$_____	$_____
6. Less: State share of Adjustments (Total Col. 8, Form Bl 803)	$_____	$_____
7. Net Amount due from State funds (Item 5 less Item 6).	$_____	$_____
8. TOTAL AMOUNT DUE FROM STATE FUNDS (Item 7, Col. A plus Item 5, Col. B)	$	

STATE OF CALIFORNIA, COUNTY OF_____) ss.

I,_____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER I OF PART I OF DIVISION V OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS_____DAY

OF_____, 19__

_____ _____
CHAIRMAN, BOARD OF SUPERVISORS

TITLE_____

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE.

_____
SIGNATURE OF COUNTY AUDITOR

FORM BL 800-H, JULY, 1945
AFFIDAVIT TO ACCOMPANY MONTHLY
COUNTY INSTITUTIONAL CLAIM
(FORM BL 801-H)

CASH CLAIM-AID

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORM BL 801H-JULY, 1945
CLAIM TO ACCOMPANY AFFIDAVIT
(FORM BL 800-H)

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(AS PROVIDED UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE)

BY_____COUNTY, CALIFORNIA

FOR THE MONTH OF_____, 19____

1 NAME FAMILY GIVEN	2 STATE-NUMBER	3 REGULAR CASES -A- TOTAL AMOUNT OF ANB PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION (NOT TO EXCEED $60 A MONTH)	3 REGULAR CASES -B- BASIS FOR STATE SHARE TOTAL COL. 3A LESS FEDERAL SHARE IF ANB HAD BEEN PAID. (SEE MANUAL OF POLICIES & PROCEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM)	4 NON-COUNTY CASES -A- TOTAL AMOUNT OF ANB PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION (NOT TO EXCEED $60 A MONTH.)	4 NON-COUNTY CASES -B- STATE SHARE TOTAL COL. 4A LESS FEDERAL SHARE IF ANB HAD BEEN PAID. (SEE MANUAL OF POLICIES & PROCEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM.)	5 DO NOT WRITE IN THIS SPACE

Certified as a Regulation (or as Regulations) o he

State Department of Social Wel.
(Name of State Agency)

Dan Wallenberg
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&I C 2140

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1945

DEPARTMENT BULLETIN NO. 261 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security
1945 Legislation

The Welfare and Institutions Code was amended by Chapter 10, Statutes of 1945 which amended Section 2020 to provide for payment of a $50 grant. This amendment became effective on January 27, 1945 and Code Section 2020.01 was repealed on that date. The $50 grant was thereby extended indefinitely.

The following chapters of the Statutes of 1945 become effective on September 15, 1945. All actions of the Board of Supervisors on Applications and Notices of Change on or after September 15, 1945, shall be in accord with the amended requirements. Rulings in the Manual of Policies and Procedures have been amended and are being forwarded.

Chapter 44 adds Section 2163.4 (AB 205) - Waterstock not appurtenant to the land shall be considered real property. See Bulletin 263, Legislation Affecting Public Assistance Programs, for exact code provision. See revised Manual Section 130-00, Real Property, Provisions of the W&I Code; 140-00, Provisions of W&I Code Regarding Personal Property; 143-55, Determination of Value of Stocks and Bonds.

Chapter 586 adds Section 2180.1 (AB 652)

Section 2180.1 provides:

"Application for aid under this chapter may be made within 60 days prior to the date on which the applicant will attain the minimum age of eligibility for such aid, and the application shall be promptly investigated and acted upon; but in no event shall the aid, if granted, be commenced as of a date prior to the date on which the applicant attains the minimum age of eligibility therefor."

An applicant may sign an application within 60 days of reaching the 65th birthday. The 60 day period for investigation applies and the day following that on which the application is signed is the first day of the investigation period. The aid, if granted, shall not begin prior to the date on which the applicant becomes

65 years of age. (See Manual Section 611-50, Beginning Date of Aid - New Applications) Form Ag 200, Application for Old Age Security (copy attached) has been revised and will be available through the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento. It shall be used for all applications signed on or after September 15, 1945.

See revised Manual Section 200-00, Provisions of W&IC Regarding Applications, Re-Applications and Restorations.

Chapter 587 amends Section 2163.2 (AB 772)

Section 2163.2 provides: (amendment underlined)

"For the purpose of this chapter the term personal property shall not include personal effects of the applicant or recipient. Personal effects include clothing, furniture, household equipment, foodstuffs, and fuel, but do not include jewelry and items of similar character <u>of a net value in excess of two hundred dollars ($200)</u>."

See revised Manual Sections 140-00, Provisions of W&I Code Regarding Personal Property; 141-00, Types of Personal Property; and new section 143-80, Determination of Value of Jewelry and Items of Similar Character.

Chapter 731 amends Section 2160, 2160.7 and 2163 (AB 799) (amendments underlined)

Section 2160 provides in part as follows:

"(e) Who is not, at the time of receiving such aid an inmate of any public home for the aged, or any public home, or any public institution of a custodial, correctional, or curative character, except in the case of temporary medical or surgical care in a public hospital not exceeding two calendar months in duration. Any such inmate, however, may make an application for aid under this chapter and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an inmate, and, if he is otherwise qualified under the terms of this chapter, such application shall be approved. <u>The aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application</u> . . . . ."

See revised Manual Sections 160-00, Provisions of W&I Code Regarding Institution Inmates, 162-05, Eligibility of Public Institution Inmates and Parolees.

Section 2160.7 provides: (amendments underlined)

"Notwithstanding any provision of subdivision (e) of Section 2160, for each person who is receiving assistance under this chapter on the date he enters a county institution for medical, hospital or infirmary care at county expense, the State, during the period following the first two calendar months of such confinement, shall pay to the county the State's share of the assistance such person was receiving under this chapter at the time of his entrance. Nothing in this section shall prohibit a person from receiving his assistance during the first two calendar months of his confinement, or after his release from the county institution."

See revised Manual Sections 165-00, Payment to County Under W&IC, Secs. 2160.7 and 3044.1; 165-05, Definition of County Institution Under W&IC Sec. 2160.7 and 3044.1; 165-15, Basis for State Payment - County Institutional Claim Under W&IC Secs. 2160.7 and 3044.1; 610-60, Payment to Inmate of Public Institution; 627-25, County Institutional Claim Under W&IC, Secs. 2160.7 and 3044.1.

Reinvestigation of eligibility of persons confined in the county institution and for whom the subvention is claimed is no longer necessary, and Manual Section 351-45, Reinvestigation for County Hospital Claims Under W&IC Sec. 2160.7 is obsolete.

Section 2163 as amended provides: (amendments underlined)

"The term personal property shall not include a policy or policies of life insurance on the life of the applicant or recipient which has been in effect at least five years prior to the date of application, if the value of the policy or policies at maturity is in an amount not exceeding one thousand dollars ($1000). No life insurance policies shall be valued at more than its present surrender value to the applicant or recipient. Premiums paid on life insurance policies shall not be deemed income or resources of the applicant or recipient, ..."

See revised Manual Sections 140-00, Provisions of W&I Code Regarding Personal Property; 150-00, Provisions of W&I Code Regarding Income.

Chapter 736 amends Section 2182 (AB 987)

Section 2182 provides: (amendments underlined)

"If any applicant or recipient is dissatisfied with the action of the board of supervisors, without the necessity of the filing of a claim with the board of supervisors he shall, upon filing a petition with the State Department of Social Welfare, have the right of appeal and shall be accorded an opportunity for a fair hearing . . . . .

"The State Social Welfare Board shall consider the appeal, and shall dismiss the appeal or award aid as prescribed in this chapter. The county board of supervisors shall then pay to such aged persons, without the necessity of his establishing a present need, the sum awarded, if any, by the State Social Welfare Board, ...

"If the applicant or recipient feels himself aggrieved by any decision of the Social Welfare Board, he may file with the Superior Court of the county in which he resides, a petition, praying for a review of the entire proceedings in the matter, upon question of law involved in the case. Such review, if granted, is a distinct and cumulative remedy. The State Social Welfare Board shall be the sole respondent in such proceedings."

See revised Manual Section 325-00, Provisions of W&IC Regarding Fair Hearing.

Chapter 876 amends Section 104.5 (SB 713) - Appeal shall be made within one year from the action with which the applicant or recipient is dissatisfied. The State Social Welfare Board may rehear any matter within six months after its original order or decision. See Bulletin 263 for exact code provision. See revised Manual Sections 325-22, Time Limit on Appeals and 325-95, Re-Appeals.

Chapter 801 amends Section 2140 (AB 420)

Section 2140 provides: (amendment underlined)

"The State Department of Social Welfare shall have the power to and shall prescribe the form of application, the manner and form of all reports and such additional rules and regulations as are necessary for the carrying out of the provisions of this chapter, and not inconsistent therewith. No rule or regulation shall be adopted or continued in force the operation of which results in discrimination against practitioners of any type of therapy, treatment by prayer or spiritual means, or other treatment recognized as a branch of the healing arts in favor of the practitioners of any other branch of the healing arts. Such rules and regulations shall be binding upon the boards of supervisors of the various counties. The State Department of Social Welfare shall make such reports in such form and containing such information as the Social Security Board may from time to time require, and shall comply with such provisions as the Social Security Board may from time to time find necessary to assure the correctness and verification of such reports."

Amended Section 2140 affects the determination of total need of the recipient in that special needs which could not heretofore be included may now represent needs to be considered. See revised Manual Section, 155-50, Definition and Determination of Special Needs in OAS.

Chapter 845 adds Section 2163.6 (AB 831)

Section 2163.6 provides:

"For the purposes of this chapter the term personal property shall not include interment plots as defined in Section 7022 of the Health and Safety Code, nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith, if such money, insurance or contract rights do not exceed five hundred dollars ($500) in value."

See revised Manual Sections 140-00, Provisions of W&I Code Regarding Personal Property; 141-00 Types of Personal Property; 142-00, Limitations on Personal Property, 143-83, Distinction Between Exempt and Non-Exempt Insurance; 144-08, Determination of Value of Trust Funds, and 351-20, Reinvestigation of Personal Property.

Chapter 1256 adds Section 2220.5 (AB 1415) which provides:

"If the board of supervisors, in accordance with Section 2220, cancels, suspends, or revokes aid, the recipient shall be immediately notified of the county's action and of the reason therefor and the recipient's right to appeal therefrom."

Form Ag 239 A, Notification of Suspended (Withheld) Aid Payments, is attached, and shall be used to notify recipients that aid has been suspended or withheld and shall be sent immediately to any recipient whose warrant is withheld beyond the usual mailing date for Old Age Security payments except when the warrant is withheld due to reported death of the recipient. Form 239 A will be available through the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento. It shall be used to notify any recipient whose September warrant has not been delivered by September 15, the effective date of Section 2220.5 (except in death cases), and shall be used thereafter when delivery of a warrant is withheld beyond the usual mailing date for aid payments for the particular month.

See revised Manual Sections 325-20, Right, Purpose, and Scope of Appeal; 361-80, Notification to Recipient of Change in Grant.

Very sincerely yours,

Chas. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

APPLICATION FOR OLD AGE SECURITY

STATE OF CALIFORNIA

COUNTY OF_____

STATE No._____

COUNTY No._____

FORMER STATE No. IF A TRANSFER OR REAPPLICATION

TO THE HONORABLE BOARD OF SUPERVISORS:

I,_____, RESIDING AT_____
PRINT OR TYPE NAME IN FULL — STREET NUMBER OR R.F.D.

CITY_____, COUNTY OF_____, CALIFORNIA

HEREWITH APPLY FOR OLD AGE SECURITY UNDER PROVISION OF CHAPTER 1, DIVISION 3, WELFARE AND INSTITUTIONS CODE.

I BELIEVE I AM ELIGIBLE FOR OLD AGE SECURITY, TO WIT:

1. I HAVE ATTAINED THE AGE OF 65 YEARS, OR WILL BE 65 YEARS OF AGE WITHIN 60 DAYS FROM THIS DATE.

   BIRTH DATE_____

2. I AM A CITIZEN OF THE UNITED STATES. BIRTHPLACE_____

3. I HAVE RESIDED IN THE STATE OF CALIFORNIA FOR AT LEAST ONE YEAR IMMEDIATELY PRECEDING THE DATE OF THIS APPLICATION AND FOR AT LEAST 5 YEARS WITHIN THE 9 YEARS IMMEDIATELY PRECEDING THIS APPLICATION.

4. I HAVE RESIDED IN THE COUNTY OF_____SINCE_____19____

5. I HAVE NOT MADE ANY ASSIGNMENT OF PROPERTY IN ORDER TO QUALIFY FOR OLD AGE SECURITY.

6. A. I DO NOT OWN REAL PROPERTY WITH AN ASSESSED VALUE LESS ALL ENCUMBRANCES THEREON OF RECORD, IN EXCESS OF THREE THOUSAND DOLLARS ($3,000.00);

   B. THE COMBINED REAL PROPERTY OF MY SPOUSE AND MYSELF DOES NOT HAVE AN ASSESSED VALUE LESS ALL ENCUMBRANCES THEREON OF RECORD, IN EXCESS OF THREE THOUSAND DOLLARS ($3,000.00).

7. I DO NOT HAVE PERSONAL PROPERTY THE VALUE OF WHICH, LESS ALL ENCUMBRANCES THEREON OF RECORD, IS IN EXCESS OF SIX HUNDRED DOLLARS ($600.00).

8. I AM IN NEED.

9. MY SPOUSE'S NAME IS_____

   ADDRESS_____

10. I HAVE_____LIVING CHILDREN.

11. I AGREE TO ASSIST, TO THE BEST OF MY ABILITY, IN DISCLOSING MY FINANCIAL CONDITION AND THAT OF MY SPOUSE AND TO GIVE ALL INFORMATION NECESSARY TO ESTABLISH ELIGIBILITY FOR AID UNDER THIS CHAPTER.

STATE OF CALIFORNIA
COUNTY OF_____) ss.

I SOLEMNLY SWEAR OR AFFIRM THAT THE STATEMENTS MADE HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I WILL NOTIFY THE COUNTY AUTHORITIES PROMPTLY OF ANY CHANGE IN MY CONDITION OR FINANCIAL AFFAIRS.

_____
SIGNATURE OR MARK OF APPLICANT
(NAME TO BE GIVEN AS ABOVE)

NOTE-WHEN THE APPLICANT CAN NOT SIGN HIS NAME, THE SIGNATURE OF TWO WITNESSES TO HIS MARK MUST APPEAR.

_____
WITNESS TO MARK

_____
WITNESS TO MARK

SUBSCRIBED AND SWORN TO BEFORE ME THIS_____DAY OF_____19____

NAME_____TITLE_____
SIGNATURE OF PERSON QUALIFIED TO ACKNOWLEDGE AN AFFIDAVIT

COUNTY SUBMIT ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE, SACRAMENTO, ACCOMPANIED BY FORM AG 201 AND FORM AG 230 AFTER ACTION BY COUNTY BOARD OF SUPERVISORS

SECTION 4295, POLITICAL CODE, AS AMENDED BY 1939 LEGISLATURE PROVIDES, IN PART: (5) "WHENEVER THE OATH OF AN AFFIANT OR THE AFFIDAVIT OF A PERSON IS NECESSARY IN ORDER THAT A PERSON MAY OBTAIN CHARITY OR RELIEF FROM ANY AGENCY OR DEPARTMENT OF THE UNITED STATES GOVERNMENT, THE STATE OF CALIFORNIA, OR ANY POLITICAL SUBDIVISION THEREOF, NO FEE SHALL BE CHARGED FOR THE TAKING OF SUCH OATH."

State of California Department of Social Welfare

NOTIFICATION OF SUSPENDED (WITHHELD) AID PAYMENTS
OLD AGE SECURITY

_____County

To:

Date_____
County Number_____
State Number_____
District_____

Your Old Age Security warrant for the month of_____has been suspended (withheld) pending completion of investigation of your eligibility to receive it. This action was necessary because

_____

_____

_____

_____

Every effort is being made to complete the investigation promptly and if you are found eligible to receive the warrant it will be sent to you. Otherwise the aid cannot be paid.

* * * * *

If you do not understand this notice, or are dissatisfied with the action taken, contact the County Welfare Department located at_____ for discussion of any questions involved.

County Welfare Department

By_____

An applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may request a hearing before the Board of Supervisors, but such request must be filed with the County Board of Supervisors within 30 days from the date of this notice. (Welfare and Institutions Code, Section 2181.1.)

OR

The applicant or recipient who is dissatisfied with the action taken on his application, or with respect to the amount of aid granted may appeal directly to the State Department of Social Welfare, 616 K Street, Sacramento, but if a hearing before the Board of Supervisors has been requested, an appeal may not be filed with the State Department of Social Welfare until after the decision of the Board of Supervisors has been rendered. (Welfare and Institutions Code, Section 2182.)

An appeal to, or a request for a hearing before the Social Welfare Board shall be made within one year after the date of the action with which the applicant or recipient is dissatisfied. (Welfare and Institutions Code, Section 104.5.)

Important: Information for all recipients of Old Age Security

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of your aid.

In accordance with your statement, formally sworn to at the time you signed your application, you are requested to discuss promptly with your County Welfare Department any changes in your circumstances or financial condition. This will include discussion of purchase or sale of real or personal property, and any changes in your income from property, responsible relatives, earnings, or any other source.

FORM AG 239-A, JULY, 1945

Certified as a Regulation (or as
Regulations of the

State Dept of Social Welfare
(Name of State Agency)

Chas Wilemitz
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&IC 1560

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1945

DEPARTMENT BULLETIN NO. 262 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Aid to Needy Children
September 15, 1945 Amendments

As a result of action by the 1945 regular session of the Legislature, certain changes have been made in the ANC law, to be effective September 15, 1945, as follows:

Section 1501 (d) (1) has been amended to read: "As used in this chapter a 'half-orphan' includes a child who has been deprived of the father's support or care by reason of his continued absence for a period of at least three years."

This amendment eliminates the requirement that the whereabouts of the father must be unknown or that a failure-to-provide warrant must be filed. The classification formerly known as the Whereabouts of Father Unknown Classification has therefore been obsoleted and the new classification will be known as the Absent Father (AF) Classification.

Manual Sections 193-15, Classification of Half-Orphan, Absent Father (AF) and 235-45 Verification of Half-Orphan (Absent Father Classification) which set forth the new requirements are attached to Manual Letter #81. Other Manual sections affected, in part, by this change will be revised and issued as soon as administratively possible.

Section 1511 has been amended to read: "For each needy child qualifying for aid under the provisions of this chapter, except as provided in Section 1557, there shall be paid the sum of twenty-two dollars and fifty cents ($22.50) per month, or so much thereof as is necessary for the adequate care of the child. The State shall pay 66-2/3 per cent and the county shall pay 33-1/3 per cent of the aid furnished for the adequate care of any needy child who has a county residence, but the State shall not pay more than fifteen dollars ($15) for any month or portion of a month for any needy child who has such county residence."

Section 1520.1 has been added. It provides that for purposes of ANC, the ownership of stock in a water company not appurtenant to the land, shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes.

Manual sections affected by this change are attached to Manual Letter #81.

Section 1523 has been repealed. A child for whose specific support the sum of $25 or more per month is paid, is no longer ineligible for ANC as a result of such specific support.

The provisions of Assembly Bill 1415 are being extended to the ANC program under authority of Section 1560, although the statute refers specifically to OAS. This Bill provides for notification to the recipient when aid is suspended, as well as cancelled or revoked. Form CA 239 A attached, or an approved substitute, is to be used in informing the recipient when the ANC warrant is being suspended. Manual sections affected by this change are being issued with Manual Letter #81.

Very sincerely yours,

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attached

State of California Department of Social Welfare

NOTIFICATION OF SUSPENDED (WITHHELD) AID PAYMENTS
Aid to Needy Children

_____County

To:

Date_____
County Number_____
State Number_____
District_____

RE:_____
Name children

The Aid to Needy Children warrant for the month of_____has been suspended (withheld) pending completion of investigation of the children's eligibility to receive it. This action was necessary because:

_____

_____

_____

_____

Every effort is being made to complete the investigation promptly, and if the children are found eligible to receive the warrant it will be sent to you. Otherwise the aid cannot be paid.

If you do not understand this notice, or are dissatisfied with the action taken, contact the county welfare department located at_____ for discussion of any questions involved.

County Welfare Department

By_____

Any applicant or recipient who is dissatisfied with the action taken upon his application, or with respect to the amount of aid granted may appeal to the State Department of Social Welfare, 616 K Street, Sacramento, California. (Welfare and Institutions Code, Section 1551)

An appeal to, or a request for a hearing before the Social Welfare Board shall be made within one year after the date of the action with which the applicant or recipient is dissatisfied. (Welfare and Institutions Code, Section 104.5.)

IMPORTANT: Information for all recipients of Aid to Needy Children:

Should circumstances make it necessary for you to move, it is your responsibility to make proper arrangements with your County Welfare Department before you move, either out of the county or to a new address within the county. Otherwise, there may be an unavoidable delay or interruption in the receipt of aid.

In accordance with your statement, formally sworn to at the time you signed the application, you are urged to discuss promptly with your county welfare department any changes in circumstances or financial condition. This will include reporting marriage of parent or a child as well as discussion of purchase or sale of real or personal property and any changes in income from property, earnings, or any other source.

FORM CA 239-A, JULY, 1945

Certified as a Regulation (or as
Regulations of the

State Dept of Social Welfare
(Name of State Agency)

Wm. Wuerdemann
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&I C 1560, 2140, 3075, 3460

MAIN OFFICE
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LOS ANGELES OFFICE
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EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1945

DEPARTMENT BULLETIN NO. 263 (4 Aids)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: 1945 Legislation affecting Public Assistance Programs ANC, OAS, ANB, APSB

Certain laws enacted by the 1945 regular session of the Legislature affect two or more Public Assistance Programs, and are set forth in detail in this Bulletin.

Laws which affect individual programs of Public Assistance, such as OAS, ANB, APSB or ANC are covered by Department Bulletins Nos. 260, 261, 262 and 264.

All legislation affecting Public Assistance becomes effective on September 15, 1945.

I. Water stock

Chapter 44, statutes of 1945 (AB 205), adds the following sections to the Welfare and Institutions Code:

1520.1 For the purposes of this chapter only, the ownership of stock in a water company not appurtenant to the land shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes.

2163.4 For the purposes of this chapter only, the ownership of stock in a water company not appurtenant to the land shall be considered real property to the extent of and in the amount necessary to obtain water for agricultural purposes.

The added sections affect the ANC (Sec. 1520.1) and OAS (Sec. 2163.4) programs and are self-explanatory.

The addition of these sections has necessitated changes in the following sections of the Manual of Policies and Procedures:

Sec. 130-00 - Real Property, Provisions of the W&IC
140-00 - Provisions of the W&I Code Regarding Personal Property
143-55 - Determination of Value of Stocks and Bonds

II. Sale to the Public of Rules and Regulations

Chapter 730, statutes of 1945 (AB 770), adds the following section to the Welfare and Institutions Code:

> 114.5 The Department shall cause to be published and made available for sale to the public at the cost of publishing all of its rules and regulations relating to:
> (a) The government of the Department.
> (b) Any form of public assistance for which State aid is granted to the counties of the State, and over the administration of which the department has supervision, including aid to the aged, aid to needy children, aid to needy blind, and aid to partially self-supporting blind residents.
>
> The department shall also provide at cost such subscription service as may be necessary to assure to purchasers of the printed rules and regulations prompt receipt of all additions and amendments to the rules and regulations of the department.
>
> Procedures for purchase under this section are in the process of being drafted.

III. Confidential Nature of Public Assistance Records

Chapter 1298, statutes of 1945 (AB 832), amends the following section of the Welfare and Institutions Code:

> 118. Except as otherwise provided in this section, all applications and records concerning any individual made or kept by any public officer or agency ~~under~~ in connection with the administration of any provision of this code~~, including Chapter 1 of Part 2 of Division 2, and Chapter 1 of Division 3, or which relates to the Department of Social Welfare, or which gives it any authority,~~ relating to any form of public assistance for which grants in aid are received by this State from the United States Government shall be confidential, and shall not be open to examination for any purpose not directly connected with the administration of such provision of this code.
> Except as otherwise provided in this section, no person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving any such public assistance. Except for purposes directly connected with the administration of ~~old age assistance and aid to dependent children~~ such public assistance, no person shall publish, disclose, or use or permit or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient.
> Any violation of this section is a misdemeanor.
> The State Department of Social Welfare may make rules and regulations governing the custody, use and preservation of all records, papers, files and communications pertaining to the administration of the public assistance laws. The rules and regulations shall be binding on all departments, officials and employees of the State, or of any political subdivision of the State and may provide for giving information to or exchanging information with public agencies or private social welfare or health agencies for their use in relation to cases in which such agencies, as a part of their usual duties, are making

social investigations for the purpose of rendering social services, and for making case records available for research purposes provided that such research will not result in the disclosure of the identity of applicants for public assistance.

118.1 This section is repealed and its provisions incorporated in the amended section 118.

The amended section affects the OAS, ANB, APSB and ANC programs. While the APSB law is not mentioned specifically, the provisions of this amended section are applicable to APSB also by virtue of sec. 3460, W&I Code.

The amendment of this section has necessitated changes in the following section of the Manual of Policies and Procedures:

Sec. 102-70 - Applications and Records shall be Confidential

IV. Appeals to Social Welfare Board

Chapter 876, statutes of 1945 (SB 713. See also SB 89), amends the following section of the Welfare and Institutions Code:

104.5 (a) Whenever any appeal to, or hearing before, the board is otherwise authorized by law, the appeal shall be made, or the hearing applied for, within one year after the order or other action complained of. The board may rehear any matter within six months after its original order or decision, on its own motion or on application of any interested party. Any such appeal ~~of~~, hearing, or rehearing may be heard by the board, or a referee designated by the board.
(b) The board or referee conducting ~~such~~ an appeal ~~of~~, hearing, or rehearing shall have all the powers and authority conferred upon the head of a department in section 353 of the Political Code.
(c) If ~~such~~ an appeal, ~~of~~ hearing, or rehearing is not heard by the board, a report of the proceedings shall be prepared by the referee conducting ~~such appeal of hearing~~ it and ~~such~~ the report, together with any data the party appealing may desire, shall be presented to the board for final decision. Only the board may make such final decision.
(d) This section shall not apply to proceedings conducted in accordance with Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code.

The amended section sets a one year limit within which a dissatisfied applicant or recipient of aid may appeal to the Social Welfare Board. Heretofore, in the absence of specific legislation, a three year statute of limitations was applicable. The amended section also gives the Social Welfare Board the specific right of rehearing. Subsection (d) exempts public assistance appeals from the uniform procedures prescribed in the "Administrative Procedures Act", enacted by Chapter 867, statutes of 1945 (SB 705).

The amendment of this section has necessitated changes in the following sections of the Manual of Policies and Procedures:

Sec. 325-00 - Provisions of W&I Code Regarding Fair Hearing
325-95 - Re-appeals

Very sincerely yours,

Charles Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as Regulations) of e

State Dept of Social Welfare
(Name of State Agency)

Jim Wuennenberg
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&I C 3075, 3460

MAIN OFFICE
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995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

FILED
In the office of the Secretary of State
of the State of California
AUG 29 1945
FRANK M. JORDAN, Secretary of State
By Robert V. Jordan
Assistant Secretary of State

Sacramento
August 10, 1945

DEPARTMENT BULLETIN NO. 264 (ANB-APSB)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Increase in the Amount of Aid-
Aid to Needy Blind
Aid to Partially Self-Supporting
Blind Residents

Sections 3025 and 3084 of the Aid to Needy Blind law and Sections 3420 and 3472 of the Aid to Partially Self-Supporting Blind Residents law, Welfare and Institutions Code, have been amended by Senate Bills 336 and 1262 which became Chapters 1346 and 1350 , respectively, Statutes of 1945. These amendments become effective September 15, 1945, increasing the amount of aid from $50.00 to $60.00 a month. The grants of current recipients shall be adjusted on September 15, 1945, to bring the grant of aid into accord with the provisions of the amended sections, and all actions of the Board of Supervisors on applications and Notices of Change on or after September 15, 1945, shall be in accord with these amendments.

The following rules and regulations pertain to these amended sections of the Code. All existing rules and regulations which are in conflict with these amendments are cancelled effective September 15, 1945. Rulings in the Manual of Policies and Procedures have been amended and the revised Manual Sections are being forwarded.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Section 3025 ANB

"There is hereby appropriated out of any money in the State Treasury not otherwise appropriated to every county in the State, maintaining, supporting, or caring for, as hereinafter provided in this chapter, any needy blind person, resident of such county, and not an inmate of any institution supported in whole or in part by the State or any of its political subdivisions, aid not in excess of three hundred sixty dollars ($360) per annum for each such needy blind person so maintained, supported and cared for, or aid not in excess of seven hundred twenty dollars ($720) per annum in the event such needy blind person has no county residence as provided in this chapter."

Section 3084 ANB

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor.

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, sixty dollars ($60) per month. If, however, in any case it is found the actual need of an applicant exceeds sixty dollars ($60) per month such applicant shall be entitled to receive aid in an amount, not to exceed sixty dollars ($60) per month, which when added to his income (including the value of currently used resources) from all other sources, shall equal his actual need.

"The aid granted under this chapter shall be paid monthly, in advance, out of such funds as may be designated by the board of supervisors on warrant of the county auditor of the county. Payments of aid shall be commenced as of the first day of the month in which the application is granted, unless otherwise directed by the State Social Welfare Board in cases in which an appeal is taken; but in any event the beginning of aid shall not antedate the date of application."

Section 3420 APSB

"There is hereby appropriated out of any money in the State Treasury not otherwise appropriated to every county in the State, maintaining, supporting, or caring for, as hereinafter provided in this chapter, any blind person, resident of such county, and not an inmate of any institution supported in whole or in part by the State or any of its political subdivisions, aid not in excess of three hundred sixty dollars ($360) per annum for each such blind person so maintained, supported and cared for, or aid not in excess of seven hundred twenty dollars ($720) per annum in the event such blind person has no county residence as provided in this chapter.

Section 3472 APSB

"If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor. The amount of aid to which any applicant shall be entitled shall be, when added to the net income of the applicant from all other sources, sixty dollars ($60) per month.

"Net income from any of the following sources of a combined total value not exceeding eight hundred dollars ($800) per annum shall not be considered for any purpose:

"(a) Income from applicant's labor or services;
(b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
(c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
(d) The value of gifts;
(e) The value of the use and occupancy of premises owned and occupied by the applicant;
(f) The net income from real and personal property owned by the applicant.

"Income in addition to the above specified shall be computed on the basis of net income."

These sections have been amended to provide an increase in the maximum Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents grants from fifty dollars ($50) to sixty dollars ($60) a month. Since this increase in the amount of aid will require adjustment in the grant of those currently receiving aid on September 15, 1945, the following information may facilitate completion of the adjustment which will be necessary.

An increase in the amount of the grant to both Aid to Needy Blind and Aid to Partially Self-Supporting Blind recipients will become effective September 15, 1945. Supplemental warrants shall be mailed to all recipients on that date or as soon thereafter as administratively possible. An addition to the "Thirty Day Rate Table for State Aid" is attached, bringing the Table up to a $60 monthly rate. It will be noted that under the amended sections each person receiving Aid to Needy Blind or Aid to Partially Self-Supporting Blind Residents on September 15, 1945, will be entitled to a supplemental warrant in the amount of $5.33 for the balance of September, 1945. In order that the supplemental warrants may be issued on September 15, 1945, to cover the additional amount payable for that month, counties may secure action by the boards of supervisors in August on increases to be effective September 15, 1945. Board action should cover the total monthly increase of $10 and not only the amount of the supplemental warrant, e.g., increase on September 15, 1945, from $50 to $60.

Reports of increases in the current aid grants in accord with these amended sections may be submitted to the State Department of Social Welfare in list form or by use of the Notice of Change form for the individual case. If a list is used it should be in accord with the attached form (Temp. 83 B1) and cases shall be listed in numerical order according to State number. Two copies thereof should be submitted showing action of the board of supervisors. When lists

are used proper notation must be made in the chronological record for the individual case in the county file showing the increase in the amount of aid effective September 15, 1945. Use of a rubber stamp is suggested in order to record the following information:

"Aid increased effective September 15, 1945, to $_____ in accord with Sections 3084 or 3472 of the Welfare and Institutions Code per action of the Board of Supervisors on _____."
Date

In Aid to Needy Blind adjustments may be made in the October or November warrants for any income received during September, 1945. The usual Notice of Change showing the source and amount of income, etc., must be submitted for every case in which a change in income is reported.

The amendment to Section 3084 in effect means that $60 a month is required to meet the basic needs of Aid to Needy Blind recipients. Thus on October 1, 1945, all Aid to Needy Blind recipients will receive a $10 increase in the amount of the grant, including those for whom excess need has been established and those who receive less than the statutory maximum due to the possession of income or resources.

All Aid to Partially Self-Supporting Blind Residents recipients will receive a $10 increase in the amount of the monthly grant.

There has been no change in the ratio of Federal, State and County participation. The State share remains 1/2 and the County share 1/2 for aid paid to persons having one year or more county residence (six months for persons who became blind while residents of California), the Federal share (1/2 up to $40) being first deducted from the total as in the past. The State will continue to pay the entire amount, less the Federal share, for all cases having less than the required county residence. The following examples illustrate the ratio of participation in the different types of cases:

	TOTAL	FED.	STATE	COUNTY	TOTAL	FED.	STATE	COUNTY	TOTAL	FED.	STATE	COUNTY
REGULAR FED., STATE, & CO.	60.00	20.00	20.00	20.00	55.00	20.00	17.50	17.50	35.00	17.50	8.75	8.75
NON-COUNTY	60.00	20.00	40.00	NONE	55.00	20.00	35.00	NONE	35.00	17.50	17.50	NONE
NON-FEDERAL	60.00	NONE	30.00	30.00	55.00	NONE	27.50	27.50	35.00	NONE	17.50	17.50
NON-COUNTY-NON-FEDERAL	60.00	NONE	60.00	NONE	55.00	NONE	55.00	NONE	35.00	NONE	35.00	NONE

The Manual of Policies and Procedures, Sections 601-00 through 601-99, "Estimates, Advances and Expenditures", remain in effect.

Reports of aid paid will continue to be made as outlined in the Manual in Sections 626-00 through 629-99, "County Aid Claims" except that the appropriate sections in this portion of the Manual have been revised to show the increase in the maximum grant of Aid to Needy Blind and Aid to Partially Self-Supporting Blind Residents from $50 to $60.

51.00	52.00	53.00	54.00	55.00	56.00	57.00	58.00	59.00	60.00	Monthly Rates Days
1.70	1.73	1.77	1.80	1.83	1.87	1.90	1.93	1.97	2.00	1
3.40	3.47	3.53	3.60	3.67	3.73	3.80	3.87	3.93	4.00	2
5.10	5.20	5.30	5.40	5.50	5.60	5.70	5.80	5.90	6.00	3
6.80	6.93	7.07	7.20	7.33	7.47	7.60	7.73	7.87	8.00	4
8.50	8.67	8.83	9.00	9.17	9.33	9.50	9.67	9.83	10.00	5
10.20	10.40	10.60	10.80	11.00	11.20	11.40	11.60	11.80	12.00	6
11.90	12.13	12.37	12.60	12.83	13.07	13.30	13.53	13.77	14.00	7
13.60	13.87	14.13	14.40	14.67	14.93	15.20	15.47	15.73	16.00	8
15.30	15.60	15.90	16.20	16.50	16.80	17.10	17.40	17.70	18.00	9
17.00	17.33	17.67	18.00	18.33	18.67	19.00	19.33	19.67	20.00	10
18.70	19.07	19.43	19.80	20.17	20.53	20.90	21.27	21.63	22.00	11
20.40	20.80	21.20	21.60	22.00	22.40	22.80	23.20	23.60	24.00	12
22.10	22.53	22.97	23.40	23.83	24.27	24.70	25.13	25.57	26.00	13
23.80	24.27	24.73	25.20	25.67	26.13	26.60	27.07	27.53	28.00	14
25.50	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00	15
27.20	27.73	28.27	28.80	29.33	29.87	30.40	30.93	31.47	32.00	16
28.90	29.47	30.03	30.60	31.17	31.73	32.30	32.87	33.43	34.00	17
30.60	31.20	31.80	32.40	33.00	33.60	34.20	34.80	35.40	36.00	18
32.30	32.93	33.57	34.20	34.83	35.47	36.10	36.73	37.37	38.00	19
34.00	34.67	35.33	36.00	36.67	37.33	38.00	38.67	39.33	40.00	20
35.70	36.40	37.10	37.80	38.50	39.20	39.90	40.60	41.30	42.00	21
37.40	38.13	38.87	39.60	40.33	41.07	41.80	42.53	43.27	44.00	22
39.10	39.87	40.63	41.40	42.17	42.93	43.70	44.47	45.23	46.00	23
40.80	41.60	42.40	43.20	44.00	44.80	45.60	46.40	47.20	48.00	24
42.50	43.33	44.17	45.00	45.83	46.67	47.50	48.33	49.17	50.00	25
44.20	45.07	45.93	46.80	47.67	48.53	49.40	50.27	51.13	52.00	26
45.90	46.80	47.70	48.60	49.50	50.40	51.30	52.20	53.10	54.00	27
47.60	48.53	49.47	50.40	51.33	52.27	53.20	54.13	55.07	56.00	28
49.30	50.27	51.23	52.20	53.17	54.13	55.10	56.07	57.03	58.00	29
51.00	52.00	53.00	54.00	55.00	56.00	57.00	58.00	59.00	60.00	30

State of California D tment of Social Welfare

Forward two copies to
State Department of Social Welfare
Sacramento, California

Date_____

AID TO THE BLIND AUTOMATIC INCREASE LIST
EFFECTIVE SEPTEMBER 15, 1945

FROM_____COUNTY

The following recipients of Aid to the Blind are entitled to an automatic increase in aid of Ten Dollars ($10.00) per month each, thus raising the grant from Fifty Dollars ($50.00) to Sixty Dollars ($60.00) per month, or adjusting the grant so that the income plus the Aid totals Sixty Dollars ($60.00) per month. These increases are made to conform to the provisions of Sections 3025, 3084, 3420 and 3472 of the Welfare and Institutions Code, effective September 15, 1945.

This list includes cases in which the only adjustment is the automatic increase as required by law, and not those in which changes in income have occurred.

PAGES_____TO_____APPROVED BY THE BOARD OF SUPERVISORS

OF THE COUNTY OF_____ON_____.
(Date)

_____
Signature of County Clerk or Deputy

STATE CASE NUMBER	NAME	OLD RATE	NEW RATE

(Note: List cases in numerical order according to State Case Number. This form to be used for first page only. Blank sheets may be used for additional pages.)

FORM TEMP 83 (BLIND), JULY, 1945

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 28, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

Department Bulletin No. 258 (WS)
Department Bulletin No. 259 (GR)
Department Bulletin No. 260 (ANB & APSB)
Department Bulletin No. 261 (OAS)
Department Bulletin No. 262 (ANC)
Department Bulletin No. 263 (4 Aids)
Department Bulletin No. 264 (ANB-APSB)
Department Bulletin No. 265 (CWA)

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Certified as a Regu tion (or as Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Dim Wagenhauer
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&I C 103, 115, 116, 120

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 2, 1945

FILED
In the office of the Secretary of State
of the State of California
AUG 29 1945
FRANK M. JORDAN, Secretary of State
By Robert Y. Jordan
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 258 (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER TO:

Subject: Civilian War Assistance
Philippine Repatriates
Injured Civilian Defense Workers
Enemy Aliens and Others Affected by Restrictive Governmental Action
Assistance to German Nationals Through Swiss Legation

The following material in regard to the War Services program has been received from the Social Security Board.

A. CIVILIAN WAR ASSISTANCE

1. Philippine Repatriates

a. Continuing Assistance

Bulletin 251 (WS) states on page 3 under (c) Continuing Assistance - "Cases requiring assistance for longer than 60 days for the adjustment period will be reviewed by the State Department of Social Welfare and referred to the Federal representative for individual case decisions in regard to continuing assistance."

You recently completed schedules on all Philippine repatriate cases receiving assistance on May 31, 1945. These schedules will serve as a basis for further review by the State Department of Social Welfare, and for planning for future handling of the remaining cases. In the meantime such cases may be carried on the assistance standard for the "Individual Adjustment Period." The ANC incidentals standard should be used, with consideration given to special items of need, such as transportation, in individual cases.

The following policy statement in regard to continuing assistance has been received: "No definite limitations have been placed upon the length of time a person may receive Civilian War Assistance. However, Civilian War Assistance is an emergency program and assistance is provided on a month-to-month basis for general maintenance for those people who are temporarily unemployed, or ill, or who for some other reason may need assistance. In many instances after an adjustment period of several

weeks, the recipient will in all probability regain his health sufficiently to secure employment. Other cases may become eligible for various benefits, and in some few instances they become eligible for some public assistance program. It must be kept in mind that this fund is in no way a pension, nor is it an indemnity payment to compensate for losses. Even though the need for assistance may cease, the need for service and counseling may continue."

b. Civilian War Benefits

Enemy Action Cases - Termination of Detention

Civilians liberated in the Philippine Islands cannot be considered detained after May, 1945, and benefits to their dependents are to be terminated with that month. This presumption will be rebuttable by evidence that the casualty is still unable to return to the United States. If civilians are repatriated before June 1, 1945, benefits terminate the month before the month of repatriation.

Benefit payments are made for the previous month; for example, if the repatriate returns in May, the benefit payment made in May for the month of April will be the last benefit payment received by his dependents.

If, however, the civilian or his dependents are in need after Civilian War Benefits cease, Civilian War Assistance may be used for this purpose.

Disabled Repatriates and Evacuees

Disability benefits will be payable to citizens and nationals who are returned to this country if the disability is caused by malnutrition or maltreatment during detention.

We understand that this expansion of coverage was intended also to cover injury due to enemy action; such cases, therefore, should be referred to the Old Age and Survivors Insurance Field Office for consideration. Persons who were not actually interned but who were living in enemy-occupied territory and suffered resultant disabilities should also be referred. Payments on the basis of disability will be made only for the period during which the individual is in this country.

Civilian War Assistance may be used, if necessary, pending receipt of Civilian War Benefits. However, Civilian War Benefits and Civilian War Assistance can be duplicated only for the first 30 days to allow time for the processing of the benefit claim. Since benefit payments are made for the previous month, this would mean that a benefit payment made in May for the month of April could duplicate assistance payments made in April although it could not continue to duplicate assistance given during the month of May.

In response to requests for a summary statement of pertinent facts about the Civilian War Benefits program which could be used by county staffs, the Bureau of Old Age and Survivors Insurance has prepared a statement which is attached to this bulletin.

c. Transportation

Counties have raised questions about Philippine repatriates who, after having arrived in the local community, have indicated a desire to go to some other location, either to visit relatives, or to look for work, or for other purposes. The policy of the public welfare departments at the ports of debarkation has been to discuss plans with the repatriate and, where necessary, to provide transportation to his permanent home, or to a destination which he may select if he has no permanent residence. Apparently, many repatriates have found it difficult to settle in the community to which they have requested transportation. This may be due to the excitement of their arrival in this country or to reasons connected with their long confinement. Some of them may have thought of this initial trip as a means of getting to their relatives, with little or no thought beyond this temporary plan. We recognize the problems which many of these repatriates find in attempting to make long time plans. We believe that it is very necessary that the local agency worker talk through the situation with the repatriate and help him to arrive at a sound plan before subsequent transportation would be granted.

d. Nationals of Other Countries

The Canadian and British Consulates wish to provide care for all British and Canadian subjects. The British Embassy recognizes that serious problems have arisen for this group but it prefers that the British Consulate should assume full responsibility. The British Consulate is anxious for all their Nationals to return to their home countries. If British subjects wish to remain in this country, we must assume that they have sufficient resources to maintain themselves. As a result of the request by the British Embassy Civilian War Assistance may not be used for British subjects.

According to the British Embassy, the wife and children of a British subject are also British subjects and eligible for assistance from the British Consulate. However, families of mixed nationality and families of doubtful nationality may be cared for under the Civilian War Assistance program even though the head of the family is British. In these cases, assistance from the British Consulate should be considered as a potential resource before the Civilian War Assistance is issued.

The U. S. Public Health Service will provide hospital care for British and Canadian nationals.

Clearance should be made with the Swiss Consulate in regard to possible assistance and services available to Swiss nationals.

e. Civilian Employees of the War Department or Navy Department

Bulletin 251 (WS) provides under item 5 on page 4, that civilian employees of the War and Navy Departments who have been interned in the Philippines are eligible for Temporary Civilian War Assistance pending receipt of back pay. Clearance should be made in each case to determine, if possible, when back pay will be available. Full

grants for clothing should not be made when sufficient funds are expected to be available within a few days, but minimum essential clothing requirements needed immediately may be provided.

f. Referrals to Other States

Referrals to other states should be directed to state departments of public welfare rather than to local agencies. In some states the War Services program is centralized in the state office. By sending all referrals to state offices, assistance and guidance can be given the counties in providing better service to applicants for War Services.

Referrals should be sent out as promptly as possible in duplicate and should contain the total amount of assistance given and breakdown of the items covered. It is especially helpful to those counties planning with families at points of destination to know what assistance has been given. Furthermore, it is essential to know the types and amounts of assistance in order that there may be no duplication.

2. Injured Civilian Defense Workers

Civilian defense workers who are injured or killed in the performance of civilian defense duties or training after April 30, 1945, are excluded from coverage. Initial filing of civilian defense workers' applications for Civilian War Benefits, however, can be received up to June 30, 1945.

We understand that the date, June 30, refers only to initial applications, and that applications for continuance of disability benefits will continue to be received after June 30, 1945. Likewise, dependents' claims based on the death of a disability beneficiary will not be affected.

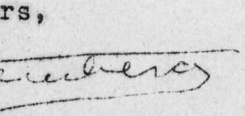
Civilian War Assistance can continue to be used, if necessary, for civilian defense workers who are injured before June 30, 1945, if they are ineligible for Civilian War Benefits, or until they are in receipt of such benefits. It is assumed that no further casualties will occur in the course of civilian defense activity after the Office of Civilian Defense disbands on June 30, 1945.

B. ENEMY ALIENS AND OTHERS AFFECTED BY RESTRICTIVE GOVERNMENTAL ACTION

The Legation of Switzerland no longer acts in behalf of the German Government in providing assistance for German citizens who desire repatriation. Dependents of these German citizens may be eligible for assistance under the Enemy Aliens and Others program if need can still be attributed to restrictive action of the Government. The Consulate of Switzerland in San Francisco states that no German citizens were receiving assistance from the Legation of Switzerland May 8, 1945, when this policy went into effect.

The Spanish Government is no longer representing the interest of Japanese nationals who are living in the United States.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Attachment

[illegible] for aliens should not be made when applicants have not complied or be available which, in our view, the aliens concerned [illegible] requirements should immediately be provided.

1. Information in Other Hands

Referral to other agencies should be directed to state governments or public welfare funds, to local councils, in some states the Service [illegible] programs in centralized in the state office. The medical [illegible] to state, municipal, welfare and religious [illegible] provides in providing medical services through clinics for the Services.

Referrals should be made only as promptly as possible in applications [illegible] should contain the local counsel of residence given and [illegible] of the Ident numbers. It is especially helpful to these [illegible] [illegible] with facilities or points of departure to know what medicine [illegible] has been given. Furthermore, it is essential to know the types and [illegible] of medicines in order that there may be no duplication.

2. Injured Civilian Defense Workers

Civilian defense workers who are injured or killed in the performance of civilian defense duties or training after April 30, 1945, are excluded from coverage. Initial filing of civilian defense workers' applications for Civilian War Benefits, however, can be received up to June 30, 1946.

We understand that the date, June 30, refers only to initial applications, and that applications for continuance of disability benefits will continue to be received after June 30, 1946. Likewise, dependents' claims based on the death of a disability beneficiary will not be affected.

Civilian War Assistance can continue to be used, if necessary, for civilian defense workers who are injured before June 30, 1946, if they are ineligible for Civilian War Benefits, or until they are in receipt of such benefits. It is assumed that no further commitments will occur in the course of civilian defense activity after the Office of Civilian Defense disbands on June 30, 1945.

5. ENEMY ALIENS AND GERMAN AFFAIRS BY PROTECTIVE GOVERNMENTAL AGENCY

The Department of Interior has no jurisdiction in behalf of the German Government in providing assistance for German citizens who desire repatriation. Dependents of these German citizens may be eligible for assistance under the Army Alien and Citizen program if need can still be established as previously outlined by the Department. The Department of Interior is the Department which has German citizens who requested assistance from the Legation of Switzerland May 6, 1945, when this policy took into effect.

The Spanish Government is the Power representing the interests of Japanese nationals who are living in the United States.

Very sincerely yours,

[illegible]

THOMAS E. WHITEHURST, Director
Department of Social Welfare

Attachment:

Department Bulletin No. 388 (WC)
Item 4

INSTRUCTIONS FOR PUBLIC ASSISTANCE STATE AGENCY EMPLOYEES ON EVACUEES
(Source: Release of Social Security Board June 22, 1945)

In order to assist staff members of Public Assistance State Agency Offices to answer some of the questions raised by repatriates and evacuees returning from the Pacific theatre of war regarding Civilian War Benefits it is believed the following may be helpful.

(1) Who is eligible to file for benefits?

Evacuees and repatriates who may be eligible to file for Civilian War Benefits fall into two general categories as follows:

(a) Citizens or nationals who are returned to this country in a disabled condition, either temporary, total or a partial permanent disability to at least 30 percent of total disability and;

(b) Relatives or survivors of deceased, missing or detained persons whose death or detention results from enemy action, if either the claimant or the person who is detained, missing, or deceased was a citizen.

Disability benefits will be payable to citizens and nationals who are returned to this country in a disabled condition as the result of enemy action. Generally speaking, a "national" is a person who owes allegiance to the United States even though such person is not a citizen. The term includes, for example, natives of Guam and the Phillippine Islands.

Disabilities resulting from maltreatment (including malnutrition) while detained by the enemy will be covered.

Initial determination of eligibility for Civilian War Benefits will be made by field offices of the Bureau of Old-Age and Survivors Insurance.

Final determinations of eligibility will be made by the Central Office of the Bureau of Old-Age and Survivors Insurance.

(2) Where to file application for Civilian War Benefits

If returning evacuees or repatriates request information as to the proper place to file an application for Civilian War Benefits they should be directed to the nearest Social Security Board Field Office. Field office personnel will interview such applicants and accept and develop their claims and forward same to the Central Office in Baltimore, Maryland for final determination.

Seamen and members of the armed forces are not covered under this program.

Civilian employees of the government and civilian employees of Government Contractors are also excluded. These employees are covered by the United States Employees' Compensation Commission.

Such employees should be referred direct to the United States Employees' Compensation Commission.

(3) Basis for computing benefits

The amount of any benefit is computed on the basis of the monthly earnings of the deceased, missing, detained or disabled civilian worker. Annual, weekly or daily earning rates will be converted to a monthly basis for computation of benefit purposes. Earnings from self-employment will form the basis for computation of benefits in such cases.

(4) What are minimum and maximum benefits

The amount of benefit payments vary according to conditions in individual cases. Possibly the following examples will be found helpful:

	Beneficiaries	Percent of Monthly Earning Rate	Minimum*	Maximum
(a)	Wife or widow of deceased or detained worker	30%	$30.00	$45.00
	Increase for each child	10%	$10.00 (not to exceed $66.67)	$15.00 (not to exceed $85.00)
(b)	One child of deceased or detained worker but no wife or widow	20%	$20.00	$30.00
	Increase for each additional child	10%	$10.00 (not to exceed $66.67)	$15.00 (not to exceed $85.00)
(c)	One dependent parent of deceased or detained worker	20%	$20.00	$30.00
	Two dependent parents of deceased or detained worker	30%	$30.00	$45.00
(d)	Total disability of repatriated worker	66 2/3%	$30.00	$85.00
	Partial disability of repatriated worker (at least 30%)	66 2/3% multiplied by degree of partial disability	$30.00 multiplied by degree of partial disability or $10 whichever is greater	$85.00 multiplied by degree of partial disability

* Applicable also where there was no monthly earnings rate because the civilian casualty was not gainfully employed.

Certified as a Regulation (or as Regulations) of the

State Dept of Social Welfare

(Name of State Agency)

[illegible]

(Signature)

Director

(Title)

8/28/45

(Date)

authority: W&IC 103, 115, 116, 120

Sacramento
June 29, 1945

DEPARTMENT BULLETIN NO. 259 (GR)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Monthly Statistical Report on County Aid to Persons of Japanese Ancestry.

Substantial numbers of persons of Japanese ancestry originally evacuated from California are expected to return to the State as a result of the recent U. S. Supreme Court decision and closing of War Relocation Centers.

In order that current and accurate information on the dependency status of this group may be available, the State Department of Social Welfare requests the Board of Supervisors of each county to have completed and submitted each month a Statistical Report on County Aid to Persons of Japanese Ancestry (Form GR 238).

Since the report includes information usually obtainable from more than one county agency, it is suggested that the Boards of Supervisors authorize some one officer or agency to secure the necessary data from the various agencies, compile the report and submit it to this Department. An initial supply of report forms is being sent to each Board of Supervisors.

This report should be received at the State Department of Social Welfare not later than the 18th of the month following the month covered by the report. The first report, covering the month of July, will be due on August 18.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

INSTRUCTIONS FOR COMPLETING FORM GR 238
MONTHLY STATISTICAL REPORT ON COUNTY AID TO PERSONS OF JAPANESE ANCESTRY

SECTION A. HOSPITAL OR INFIRMARY CARE AT COUNTY EXPENSE

Report in this section all cases (excluding inmates of State institutions) of persons of Japanese ancestry which involve hospital or infirmary care at the expense of your county, whether confinement is in your own county hospital, county home, infirmary or sanatorium or in some other public or private hospital, home or sanatorium.

Do not include cases whose care is chargeable to another county.

SECTION B. COUNTY GENERAL RELIEF

The information requested in this section corresponds generally to that reported by county welfare departments on Form GR 237 (Monthly Statistical Report on General Relief) except that it applies only to persons of Japanese ancestry and for this report both intake and caseload counts combine "General Home Relief" and "Other General Relief From County Indigent Fund," which are reported separately on Form GR 237.

County Welfare Departments will continue to include on their GR 237 reports data on cases reported in Section B of Form GR 238.

Do not include cases receiving Federal assistance under the War Services Program reported on Form WS-7, (Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government).

State of California De tment of Social Welfare

MONTHLY STATISTICAL REPORT
TO THE STATE DEPARTMENT OF SOCIAL WELFARE ON
COUNTY AID TO PERSONS OF JAPANESE ANCESTRY

County_____ Report for the Month of_____,19__

A. HOSPITAL OR INFIRMARY CARE AT COUNTY EXPENSE	Persons	
	Aliens	Citizens
1. Total admitted during month (sum of 1a through 1d)....		
a. To hospital (acute medical or surgical).....		
b. To county home, infirmary or hospital (chronic)....		
c. To sanatorium or hospital (tuberculosis).....		
d. Other (specify).....		
2. Total receiving care during month (sum of 2a through 2d).....		
a. In hospital (acute medical or surgical).....		
b. In county home, infirmary or hospital (chronic)....		
c. In sanatorium or hospital (tuberculosis).....		
d. Other (specify).....		

B. COUNTY GENERAL RELIEF*	Cases	Persons	
		Aliens	Citizens
3. Total accepted for assistance during month (3a plus 3b).....			
a. Family cases.....			
b. One person cases.....			
4. Total receiving assistance during month (4a plus 4b).....			
a. Family cases.....			
b. One person cases.....			

*Including General Home Relief and all other forms of General Relief regularly reported by County Welfare Departments on Form GR 237.

Signature of
Reporting Officer_____

Title_____

Agency_____

Date_____

Form GR 238, June, 1945

Certified as a Regulation (or as Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Ora Wuerenberg
(Signature)

Director
(Title)

8/28/45

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
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995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 28, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 6 and 7

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Authority: W&I C 103, 115, 116, 1620, 1621, 1622

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

FILED
In the office of the Secretary of State
of the State of California
AUG 29 1945
FRANK M. JORDAN, Secretary of State
By Frank M. Jordan
Assistant Secretary of State

Sacramento
July 30, 1945

S.D.S.W. REGULATION BOARDING HOMES NO. 6

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER TO:

Subject: Parent-Child Homes

Small Parent-Child Homes:

The Standards for Foster Home Care for Children revised April 1945 and transmitted with S.D.S.W. Regulation Boarding Homes No. 1 are to be used in inspecting and licensing the small parent-child home consisting of not more than three family units, counting the foster mother's own family unit, nor more than four children, counting the foster mother's own children under sixteen years.

Certain modifications of these standards which are basic need, however, to be mentioned:

1. Definition: A parent-child home offers board and room, or room alone, to parents with their children, including as a clearly defined part of the service offered, care and supervision of the children while the parent is away, either at work or elsewhere.

2. Number and Type of Children

   (a) The small parent and child home is limited to three family units counting the foster mother's own family, and four children counting the foster mother's own children under sixteen years.

   (b) The religious background of the parent-child home foster parents may assume less importance at placement since, as in day care, responsibility for the religious needs of the child may be assumed by the child's own parents.

3. Family Conditions

   (a) In the parent-child home, supervision of the child is shared by the own parent and foster parent. A careful prior agreement as to who shall be responsible for the child's supervision at all times, and who shall be responsible for the

various details of child care, needs to be made in order to prevent misunderstandings between own parent and foster parent and confusion to the child.

(b) Responsibility assumed by foster parents for the child's social, religious, and recreational activities will depend upon the agreement worked out between the own parent and foster mother.

Large Parent-Child Homes:

Under separate cover, we are sending you a copy of the Standards for Parent-Child Homes in California approved by the Social Welfare Board in January 1945. These standards apply to the larger parent-child homes which accept more than three family units, including the operator's own family, or more than four children, including the operator's own children. Form BHC 16, issued September 1942, entitled "Standards for Parent and Child Homes Accepting More Than Three Family Units" is now obsolete.

Forms to be used in Parent-Child Program:

Parent-child application forms, renewal application forms, and register forms are available for this program. Note list of forms appended to S.D.S.W. Regulation Boarding Homes No. 4, Accredited and Inspection Agency Procedure.

Certified as a Regulation (or as Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Ora Wallenberg
(Signature)

Director
(Title)

8/28/45
(Date)

Authority: W&IC 103,115, 116, 1620, 1621, 1622

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 13, 1945

S.D.S.W. REGULATION BOARDING HOMES NO. 7

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER TO:

Subject: Foster Homes with Expanded Summer Programs

Foster homes which operate an expanded summer program, or summer camp program on the same premises used for year-round care, should be licensed for the number of children permitted for year-round care and the number permitted for summer care.

Accredited and inspection agencies should evaluate the summer program offered in such foster homes for the maximum number of children for which the agency has previously been delegated jurisdiction in 24-hour care. The maximum number of children receiving summer care for which any accredited or inspection agency would assume responsibility would be fifteen in number (including the children of the foster mother's own family under sixteen years of age). The license issued should specify the maximum capacity both for year-round care and for summer care.

Foster homes offering summer care to more than fifteen children, including the foster mother's own children under sixteen, should be referred by accredited and inspection agencies to the representative of the State Department of Social Welfare for licensing study and permission to operate a summer program. The accredited agency in such instances should issue the license for year-round care and the State Department of Social Welfare will be responsible for issuing a letter of permission for the care of the additional children in summer.

Those portions of the present foster home standards which are applicable should be followed, and the following assume particular importance in evaluating the summer program offered:

1. Desirability of health clearances for foster family and staff.

2. Desirability of pre-placement health examinations of all children accepted for care.

3. Provision for satisfactory segregation of children who become ill.

4. Maintenance of a distance of three feet between all beds.

5. Provision of one toilet for every eight to ten persons and one tub or shower for every eight to ten persons.

6. Adequate provision for keeping clothing and personal possessions of children.

7. Fire clearance of all temporary structures used in summer only, regardless of number of children cared for, in addition to the usual clearance required when the number of children exceeds six.

8. Inspection wherever possible by local health department of water and milk supply, refuse and sewage disposal, water analysis of swimming pools, general sanitation of premises, and food preparation and storage.

9. Supervision of swimming and boating activities by a person trained in American Red Cross life-saving course or the equivalent.

10. Availability of medical care, and provision for first aid.

11. Maintenance of adequate nutritional standards.

12. Consideration of the effect of the expanded summer program on the adequacy of care for children accepted for year-round care.

13. Provision for activities and free play to make the summer's experience a profitable one for the children.

14. Provision for enough assistance to the foster mother to insure adequate supervision and direction of children's activities as well as adequate maintenance of the regular housekeeping aspects of the home.

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
August 28, 1945

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations, currently effective, made by the State Department of Social Welfare.

FEE SCHEDULE

These regulations are filed in accordance with Article 21 of Chapter 3 of Title 1 of Part 3 of the Political Code as amended by Chapter 628, Statutes of 1941.

Very sincerely yours,

Chas. M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Certified as a Regulation (or as Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

C. M. Wallenberg
(Signature)

Director
(Title)

8/28/45
(Date)

MAIN OFFICE
616 K Street
Sacramento

LOS ANGELES OFFICE
Washington Building
311 South Spring Street

SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 27, 1945

1297

MANUAL LETTER NO. 63

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the two chapters as follows:

Residence	Revisions 44 thru 51
Continuing Services	Revisions 74 thru 79

The revisions were approved by the Social Welfare Board on July 26, 1945, and are effective immediately.

These sections now provide for inter-county transfer of non-county aid recipients. The procedure is designed to prevent interruption in the receipt of aid due to change in county residence.

Sec. 122-50 combines the provisions of former Section 122-50 with Section 122-67, and the latter section is now obsolete.

Sec. 122-65 now permits the first county to pay non-county aid, under certain circumstances, until the recipient has acquired one year of residence in some other county.

Sec. 122-70 sets forth the general policies governing continuous payment of aid to non-county recipients who change residence.

Sec. 370-00 adapts the present transfer procedures involving the use of Forms Ag, Bl, CA 215, and other transfer forms, to the transfer of a non-county aid recipient.

The attached forms Ag, Bl, CA 215 show how to adapt the present form when using it for transfer of non-county aid recipients.

Form Ag, Bl, CA 218, also attached, has been revised so that it is applicable both to the transfer of regular and to non-county recipients. The revised form will be available through the State Bureau of Purchases, Supply Department, State Office Building #1, Sacramento. Until such time as your present supply of form Ag, Bl, CA 218 is exhausted, appropriate changes to conform to the revised form should be made when using it for transfer of non-county aid recipients.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

Notification of Transfer

OLD AGE SECURITY

Non-County Transfer

Date_____

(A) *To*_____ *From*_____
County of Second Residence — County of First Residence

This is to notify you that_____, _____
Name of Recipient — State Number

a recipient of OLD AGE SECURITY in the amount of $_____ per month paid

through_____, has moved to your county and is living
County of First Residence

at_____
Address in Second County

_____
Signature of County Worker, First County

Date_____

(B) *To*_____ *From*_____
County of First Residence — County of Second Residence

THIS IS TO CERTIFY That according to investigation we have been able to make to date, it was

found that_____, _____
Name of Recipient — State Number

established his residence by union of act and intent in the County of _____
County of Second Residence

on_____
Date Residence Established in Second County
(Affidavit of Recipient attached to substantiate above date, Form Ag 216 (formerly Ag 34)

that need has continued and it is recommended that OLD AGE SECURITY continue in the amount of

$_____.

The date for beginning payment of OLD AGE SECURITY by_____
County of Second Residence

will be_____ if applicant is otherwise eligible.
~~XXXX day of the first month subsequent to completion of one year of residence unless a residence of one year is completed on the first day of the month in which case payment will begin on that date.~~

_____
Signature of County Worker, Second County

Date_____

(C) *To*_____ *From*_____
County of Second Residence — County of First Residence

This is to notify you that OLD AGE SECURITY will continue in the amount of $_____

to_____ _____
Name of Recipient — Address

The date for discontinuance of OLD AGE SECURITY in first county will be_____
unless there is a change in residence or financial condition.
~~XXXX Last day of the month in which one year of residence will have been completed.XXXX~~

_____
Signature of County Worker, First County

Directions for Handling Notifications of Transfer

First County fills out Section A on 5 copies of Form Ag 215 (formerly Ag 33) retaining 1 copy and sending 4 to the second County. Second County fills out Section B, retaining 1 copy and returning 3 to the first County. First County fills out Section C, retaining 1 copy, sending 1 copy to the State Department of Social Welfare, and returning 1 to the second County, with certified copies of original application and supporting documents.

39953 11-44 12,500 SPO

FORM AG 218 (REVISED)--DECEMBER, 194
(FORMERLY AG 53)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
NOTICE TO RECIPIENT OF OLD AGE SECURITY
OF EFFECTIVE DATE OF TRANSFER

NOTICE TO RECIPIENT OF OLD AGE SECURITY OF EFFECTIVE DATE OF TRANSFER

_____
COUNTY COUNTY NO. STATE NO.

_____
DATE

_____
NAME

_____
ADDRESS

In accordance with our records, ~~you will have completed a residence of one year in the~~ responsibility for payment of your aid will be assumed by the County of _____ on _____, 19___.

The County of _____ will discontinue your Old Age Security ~~as provided in Section 2200 of the Old Age Security Law~~ on _____, 19___.

If you have any questions, we suggest that you get in touch with the County Welfare Department in the county where you are now living.

STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE

NOTIFICATION OF TRANSFER

AID TO THE BLIND

NON-COUNTY TRANSFER

Date _____

State No. _____ County No. _____

(A) *To* _____ *From* _____
County of Second Residence — County of First Residence

This is to notify you that _____
Name of Recipient

a recipient of ☐ Aid to Needy Blind ☐ Aid to Partially Self-Supporting Blind Residents in the amount of $_____

a month paid through _____, has moved to your county and
County of First Residence

is living at _____
Address in Second County

_____
Signature of County Worker, First County

Date _____

(B) *To* _____ *From* _____
County of First Residence — County of Second Residence

THIS IS TO CERTIFY that according to investigation we have been able to make to date, it was found that _____, _____
Name of Recipient — Address

established his residence by union of act and intent in the county of _____
County of Second Residence

on _____ that eligibility has continued and it is recommended that
Date Residence Established Second County. Affidavit of Recipient (Form BL-216)

☐ Aid to Needy Blind ☐ Aid to Partially Self-Supporting Blind Residents continue in the amount of $_____.

The date for beginning payment of Aid to the Blind by _____
County of Second Residence

will be* _____ if applicant is otherwise eligible.

_____
Signature of County Worker, Second County

Date _____

(C) *To* _____ *From* _____
County of Second Residence — County of First Residence

This is to notify you that ☐ Aid to Needy Blind ☐ Aid to Partially Self-Supporting Blind Residents will continue in the amount of $_____ to _____
Name of Recipient — Address

and the date for discontinuance of Aid to the Blind in first county will be _____
unless there is a change in residence or other eligibility status.

_____
Signature of County Worker, First County

Directions for Handling Notifications of Transfer

First county fills out Section A on 5 copies of Form BL 215, retaining 1 copy and sending 4 to the second county. Second county fills out Section B, retaining 1 copy and returning 3 to the first county. First county fills out Section C, retaining 1 copy, sending 1 copy to the State Department of Social Welfare, and returning one to the second county with certified copies of original application and supporting documents.

~~*First day of the first month subsequent to completion of one year of residence unless a residence of one year is completed on the first day of the month, in which case payment of aid will begin on that date.~~

36569 7-44 3M
STATE PRINTING OFFICE

NOTICE TO RECIPIENT OF AID TO THE BLIND OF
EFFECTIVE DATE OF TRANSFER

_____
COUNTY COUNTY NO. STATE NO.

_____
DATE

_____
NAME

_____
ADDRESS

In accordance with our records, ~~[illegible]~~ responsibility for payment of your aid will be assumed by the ~~[illegible]~~/County of _____ on _____, 19___.

The County of _____ will discontinue your Aid to the Blind ~~[illegible]~~ on _____, 19__.

If you have any questions, we suggest that you get in touch with the County Welfare Department in the County where you are now living.

Form CA 215 (revised)—*Augu*[redacted]*940*
(Formerly CA 47)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Notification of Transfer

NOTIFICATION OF TRANSFER

AID TO NEEDY CHILDREN

Non-County Transfer

Date ______________________

(A) To ______________________ FROM ______________________
County of second residence County of first residence

This is to notify you that a change in residence has taken place for

______________________ *et al.*, ______________ who have been receiving
Name of children State number

Aid to Needy Children in the amount of $ __________ per month paid through ______________________
Total County of first residence

(Fill in applicable statement, either or both)

1. ______________________, ______________________
Person determining residence of children Relationship

moved from County of ______________________ to County of ______________________

on ______________ 19____, and is living at ______________________
Address in second county

2. Children moved from County of ______________________ to County of ______________________

on ______________ 19____, and are being cared for by ______________________
Relationship to children

living at ______________________
Address in second county

[SIGNATURE OF COUNTY WORKER] ______________________
FIRST COUNTY

Date ______________________

(B) To ______________________ FROM ______________________
County of first residence County of second residence

This is to certify that according to investigation we have been able to make to date, it was found that county residence for ______________________ *et al.*, State No. ______________ was established in ______________________ on ______________________ (Affidavit Form CA 216 attached);
Name of children
County of second residence Date residence established second county

that need has continued and it is recommended that Aid to Needy Children continue in the amount of $ ______________
Total

The date for beginning payment of Aid to Needy Children by ______________________
County of second residence

will be ______________________ if the children are otherwise eligible.
~~First day of the first month subsequent to completion of one year of residence unless a residence of one year is completed on the first day of the month in which case payment will begin on that date~~

[SIGNATURE OF COUNTY WORKER] ______________________
SECOND COUNTY

Date ______________________

(C) To ______________________ FROM ______________________
County of second residence County of first residence

This is to notify you that Aid to Needy Children will continue in the amount of $ ______________
Total

to ______________________ *et al.*, ______________________
Name of children Address

The date for discontinuance of Aid to Needy Children in first county will be ______________________
~~Last day of the month in which one year of residence will have been completed~~

if they continue to be eligible.

[SIGNATURE OF COUNTY WORKER] ______________________
FIRST COUNTY

DIRECTIONS FOR HANDLING NOTIFICATIONS OF TRANSFER

First county fills in Section A on 5 copies of Form CA 215, retaining 1 copy and sending 4 to the second county. Second county fills in Section B, retaining 1 copy and returning 3 to the first county. First county fills in Section C, retaining 1 copy, sending 1 copy to the State Department of Social Welfare, and returning 1 to the second county, with certified copies of original application and supporting documents.

STATE PRINTING OFFICE

STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE

NOTIFICATION OF EFFECTIVE DATE OF TRANSFER
AID TO NEEDY CHILDREN

_____ _____ _____
COUNTY COUNTY No. STATE No.

_____ et al.
NAMES OF CHILDREN

_____
DATE

To:

In accordance with our records, the responsibility for payment of aid for the above named children will be assumed by the County of _____ on _____ 19___.

The County of _____ will discontinue Aid to Needy Children _____ 19___.

If you have any questions, we suggest that you get in touch with the County Welfare Department in the county where you are now living.

122-53 (Continued) 122-53

blind while a resident of California), aid is payable on a non-county basis until the end of the month in which the required period of county residence is completed. If, however, residence in the second county was established on the first of the month, the second county participates in the payment of aid one year from such date (six months in the case of an ANB or APSB recipient who became blind while a resident of California).

EXAMPLE: A RECIPIENT OF OAS IN COUNTY A, MOVED TO COUNTY B, WITH INTENT TO RESIDE, ON OCTOBER 10, 1944. ON DECEMBER 15, 1944, HE RECEIVED AN INHERITANCE WHICH BROUGHT HIS PERSONAL PROPERTY IN EXCESS OF $600. AID WAS DISCONTINUED BY COUNTY A EFFECTIVE DECEMBER 31, 1944. THE FORMER RECIPIENT'S PERSONAL PROPERTY IS REDUCED WITHIN THE $600 MAXIMUM AND HE AGAIN REQUESTS AID IN JUNE, 1945. HIS APPLICATION IS TAKEN BY COUNTY B AND NON-COUNTY AID IS GRANTED BY COUNTY B EFFECTIVE JULY 1, 1945. IF RECIPIENT CONTINUES TO RESIDE IN COUNTY B, THAT COUNTY WILL PARTICIPATE IN PAYMENT OF AID ON AND AFTER NOVEMBER 1, 1945.

EXAMPLE: AN ANB RECIPIENT WHO BECAME BLIND WHILE A STATE RESIDENT, MOVED FROM COUNTY A TO COUNTY B WITH INTENT TO RESIDE ON JANUARY 15, 1945. DURING MARCH OF 1945 HE SOLD REAL PROPERTY AND ON APRIL 1, 1945, HAD CASH IN EXCESS OF THE AMOUNT ALLOWABLE. AID ACCORDINGLY WAS DISCONTINUED BY COUNTY A EFFECTIVE MARCH 31, 1945. DURING MAY OF 1945 THE RECIPIENT PURCHASED OTHER REAL PROPERTY THUS REDUCING HIS CASH WITHIN THE AMOUNT ALLOWABLE. ON JUNE 10, 1945, HE AGAIN REQUESTED AID. HIS APPLICATION IS TAKEN BY COUNTY B AND NON-COUNTY AID IS GRANTED BY COUNTY B EFFECTIVE JULY 1, 1945. IF THE RECIPIENT CONTINUES TO RESIDE IN COUNTY B, THAT COUNTY WILL PARTICIPATE IN PAYMENT OF AID ON AND AFTER AUGUST 1, 1945. (RECIPIENT BECAME BLIND IN STATE AND COUNTY PARTICIPATES IN PAYMENT OF AID BEGINNING THE FIRST OF THE MONTH FOLLOWING COMPLETION OF SIX MONTH'S RESIDENCE IN COUNTY B.)

Should payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and for continued payment of aid in the same manner as though payment of aid had not been interrupted. (W&IC 2140, 3075, 3460; AGO NS3202)

122-54 DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD ANC 122-54

When payment of aid for the entire family group (either on a participating or non-county basis) is discontinued by the first county for cause, subsequent to the family's removal to the second county, responsibility of the first county ceases. Should restoration of aid be requested a new application shall be taken by the second county. If eligibility is established aid is payable on a non-county basis by the second county until the end of the month in which one year of residence in the second county is completed. If, however, the change of residence took place on the first day of the month, payment of aid is assumed by the second county one year from such date. (SEE SEC. 122-15, NON-COUNTY RESIDENCE.)

(Section Continued on Next Page)

122-50 REMOVAL FROM COUNTY OF RESIDENCE 122-50
OAS, ANB, APSB, ANC

When a regular recipient in OAS, ANB, and APSB, or the person who determines the child's residence in ANC, moves to another county in the State with intent to make the second county his residence, there shall be no interruption in receipt of aid occasioned by such change of residence. Aid shall be paid by the first county until the required period of residence in the second county is completed. (FOR EXCEPTIONS, SEE SECS. 122-53 AND 122-54, DISCONTINUANCE AND RESTORATION OF AID DURING THE TRANSFER PERIOD.)

It is presumed that the period of time for the acquisition of one year's residence in the county of second residence starts upon the date of removal from the first county unless the presumption is refuted by positive evidence. If it appears that a lapse of time occurred between the date of removal from the first county and establishment of residence in the second county, the second county shall obtain residence evidence to refute the presumption and verify the date residence was established in the second county.

To insure the completion of investigation and verification of eligibility prior to the effective date of the transfer, application should be taken by the second county well before the date aid is to be discontinued by the first county. There shall be neither lag nor overlapping between the date of discontinuance and the date of beginning aid. When an application has not been taken by the second county within the one year period, it shall be taken immediately thereafter. Aid shall be paid by the second county as of the first day of the month following the completion of one year of residence, unless the date of one year of residence starts on the first day of the month, in which event aid shall begin as of that date irrespective of the date of application or date of action by the board of supervisors.

If residence in another county is established subsequent to the date one year of residence in the second county was acquired, the second county shall be responsible for payment of aid until the end of the month following completion of one year's absence therefrom, except that when the change of residence took place on the first day of the month, responsibility of the second county ceases one year from that date. (W&IC 1527, 1560, 2140, 2200, 3075, 3095, 3450, 3460)

122-53 DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD 122-53
OAS, ANB, APSB

When payment of aid by the first county (either on a participating or non-county basis) is discontinued for cause, subsequent to the recipient's removal to the second county, responsibility of the first county ceases. (SEE SECS. 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.) Should the former recipient request restoration of aid, a new application shall be taken by the second county. If eligibility is established but residence of one year in the second county has not been completed (six months in the case of an ANB or APSB recipient who became

(Section Continued on Next Page)

122-65 REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY OAS, ANB, APSB, ANC 122-65

When a recipient in OAS, ANB or APSB or a person who determines residence of the child in ANB, APSB or ANC changes his residence from a second to a third county before one year's residence is completed in the second county, the first county continues to be responsible for the payment of aid on a participating basis until the end of the month following completion of a one year period from the date residence in the second county was established (unless the change of residence took place on the first day of the month). (FOR EXCEPTION SEE SECS. 122-53 AND 122-54, DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD.)

The first county shall notify the third county of the change in county residence and shall request the second county to forward to the third county such certified copies of documents as were furnished the second county by the first county at the time transfer arrangements were made with the second county.

The third county shall, as soon as administratively possible, secure a signed application and, if possible, grant aid on a non-county basis effective the first of the month following completion of one year's residence outside the first county. If it is administratively impossible for the third county to secure an application and grant aid effective on the first of the month following completion of one year's residence outside the first county, the first county shall continue aid and arrange with the third county a discontinuance date which will permit continuous payment of aid. (SEE SEC. 370-00, TRANSFER OF AID, FOR TRANSFER ARRANGEMENTS BETWEEN FIRST AND THIRD COUNTIES AND NOTIFICATION TO BE SENT SDSW.) Continued payment of aid by the first county after the first of the month following the date on which the recipient has completed one year's residence outside that county shall be on a non-county basis. In no event may the first county continue non-county aid beyond the first of the month following the date on which the recipient has acquired one year's residence in another county (six months in the case of ANB or APSB recipients who became blind while California residents). (W&IC 1512, 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3075, 3087.1, 3090, 3430, 3431, 3432, 3460)

EXAMPLE A: AN OAS RECIPIENT RECEIVING AID AND RESIDING IN COUNTY A, REMOVED TO COUNTY B ON JUNE 8, 1945, WITH INTENT TO RESIDE THERE. TRANSFER ARRANGEMENTS WERE COMPLETED, COUNTY A TO DISCONTINUE AID AS OF JUNE 30, 1946. HOWEVER RECIPIENT MOVES TO COUNTY C AND ESTABLISHES RESIDENCE THERE ON OCTOBER 1, 1945. COUNTY A INFORMS COUNTY C OF THE ABOVE FACT, COUNTY C SECURES THE SIGNED APPLICATION AND COMPLETES THE INVESTIGATION, GRANTING NON-COUNTY AID EFFECTIVE JULY 1, 1946. (THE FIRST OF THE MONTH FOLLOWING COMPLETION OF ONE YEAR'S RESIDENCE OUTSIDE COUNTY A.) COUNTY C WILL PARTICPATE IN PAYMENT OF AID ON AND AFTER OCTOBER 1, 1946.

(Section Continued on Next Page)

122-54 (Continued) 122-54

When aid in the first county is being paid on a participating basis and aid for one child in a family group is discontinued for cause during the period while the required residence in the second county is being acquired, restoration for such child is made on a non-county basis by the first county. A Notice of Change accompanied by evidence (Form CA216 - Affidavit of County Residence) to show eligibility on a non-county basis shall be submitted. The first county shall claim non-county aid for the one child but continue to claim on a State and county basis for the other children.

When non-county aid is being paid by the first county and aid for one child in the family group is discontinued for cause subsequent to the family's removal to the second county but before responsibility for payment is assumed by the second county, restoration for such child will be made on a non-county basis by the first county unless the second county has already assumed responsibility for the payment of aid to the remainder of the family group in which case aid shall be granted to such child by the second county.

No separate grant shall be made for the non-county child if he returns to the same home and has the same payee after restoration of aid. (SEE SEC.627-20, APPORTIONMENT OF GRANTS OF PAYROLLS OR CLAIMS AND SEC. 627-30, BASIS FOR FEDERAL PARTICIPATION.)

Should the payment of aid by the first county be discontinued inadvertently or without cause, the above rulings do not apply and the first county shall be responsible for restoration and continued payment of aid in the same manner as though payment of aid had not been interrupted. (W&IC 1526, 1560)

122-55 DISPUTED BEGINNINGDATE OF RESIDENCE IN TRANSFER CASE 122-55
OAS, ANB, APSB, ANC

When a dispute arises between two counties regarding the beginning date of residence in a transfer case, the SDSW shall exercise full authority in weighing the evidence presented. See Sec. 330-00, Dispute Regarding Responsibility for an Applicant, for procedure in formal appeals. (W&IC 1527, 1528, 2143, 2200, 3090, 3092, 3450, 3463)

122-60 TRANSFERRED RECIPIENT WHO RETURNS TO COUNTY OF FIRST RESIDENCE 122-60
OAS, ANB, APSB, ANC

Should a regular recipient in OAS, ANB, and APSB, or a person determining residence of a child in ANC, move to a county with intent to reside and then return after an absence of less than one year to the first county with intent to remain, his residence in the first county is not deemed to have been interrupted. Aid shall be continued by the first county on a joint State and county basis, if eligibility continues. However, if aid has been discontinued because of established ineligibility during the period of absence from the first county, aid is paid on a non-county basis until the required period of county residence is again completed in the first county. (SEE SECS. 122-53 AND 122-54, DISCONTINUANCE OF AID DURING TRANSFER PERIOD.) (W&IC 1527, 2200, 3090, 3450)

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To insure the completion of the investigation and verification of eligibility prior to the date on which the second county assumes responsibility for payment of aid, the application should be taken by the second county as soon as possible after the recipient establishes residence therein.

The counties involved shall agree upon a date of discontinuance by the first county. Assumption of responsibility by the second county shall be at the earliest possible date,but in no event shall there be lag or overlapping between date of discontinuance by the first county and date of beginning aid in the second county. When it is impossible for the second county to complete the investigation and grant aid by the date on which the recipient would have gained the required residence in the first county and participation would normally have begun in the first county, aid shall be continued by the first county and will be reimbursed on a non-county basis by the State. Such payment of non-county aid by the first county shall not continue later than the date upon which participation in payment of aid is in order in the second county. (The first of the month following completion of one year's residence in the second county, six months in ANB and APSB for a recipient who became blind while a resident of California.

When an application has not been taken by the second county prior to the date on which that county would be responsible for the payment of aid on a participating basis it shall be taken immediately thereafter and aid shall be paid by such county as of the first of the month following the completion of one year of residence in that county (six months for an ANB or APSB recipient who became blind while a resident of California) unless the date of completion of acquired residence falls on the first day of the month in which event aid shall begin as of that date irrespective of the date of application or the date of action by the board of supervisors.

If a recipient of non-county aid establishes residence in a second county but reestablishes residence in the first county before the first county has discontinued aid, payment of aid on a non-county basis through the first county shall continue until such a time as the recipient has acquired a year's continuous residence in that county. (Six months for an ANB and APSB recipient who became blind while a resident of California.)

If a recipient of non-county aid establishes residence in a second county and aid has been discontinued by the first county for cause, and the recipient reestablishes residence in the first county prior to the granting of aid by the second county, the first county shall restore aid. Such aid will be paid on a non-county basis until such a time as the recipient has acquired one year's continuous residence in that county. (Six months for an ANB and APSB recipient who became blind while a resident of California.)

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EXAMPLE B: A REGULAR RECIPIENT IN COUNTY A ESTABLISHED RESIDENCE IN COUNTY B ON APRIL 5, 1945. TRANSFER ARRANGMENTS WERE INITIATED BUT THE RECIPIENT REMOVES TO COUNTY C AND ESTABLISHED RESIDENCE THEREON MARCH 15, 1946. COUNTY A INFORMS COUNTY C OF THE ABOVE FACTS. SINCE THE DATE OF REMOVAL TO COUNTY C WAS IMMEDIATELY PRIOR TO THE DATE ON WHICH COUNTY A'S RESPONSIBILITY FOR PAYMENT ON A PARTICIPATING BASIS WOULD TERMINATE, COUNTY A AGREES TO CONTINUE AID AFTER APRIL, 1946 (ON A NON-COUNTY BASIS) UNTIL COUNTY C CAN SECURE AN APPLICATION AND GRANT AID. COUNTIES A AND C AGREE ON A DATE FOR DISCONTINUANCE BY COUNTY A AND ASSUMPTION OF RESPONSIBILITY BY COUNTY C WHICH WILL RESULT IN CONTINUOUS PAYMENT OF AID. COUNTY C SHALL BE RESPONSIBLE FOR THE PAYMENT OF AID AS SOON AS ADMINISTRATIVELY POSSIBLE AFTER APRIL, 1946, AND NOT LATER THAN APRIL 1, 1947, THE FIRST OF THE MONTH FOLLOWING THE COMPLETION OF ONE YEAR'S RESIDENCE IN THE THIRD COUNTY. (OCTOBER 1, 1946, IN CASE OF ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE A RESIDENT OF CALIFORNIA.)

122-70 REMOVAL OF NON-COUNTY AID RECIPIENTS 122-70
OAS, ANB, APSB, ANC

Recipients in OAS, ANB or APSB or the person who determines the residence of the child in ANB, APSB or ANC may move to another county with intent to reside while aid is being paid on a non-county basis by the first county. Should a recipient of non-county aid make such a change of residence the following general policies shall govern the disposition of the case and reimbursement of aid:

1. There shall be no interruption in the receipt of aid occasioned by the change of residence.

2. Application shall be taken and aid granted by the second county as soon as administratively possible.

3. Non-county aid granted in the amount for which eligibility is established will be reimbursed in full by the State until continuous residence of one year has been completed in a single county which then becomes responsible for payment on a participating basis. (Six months in case of an ANB, or APSB recipient who became blind while a California resident.)

Upon receipt of information that the recipient of non-county aid has established residence in a second county, the first county shall notify the second county in writing of the facts of removal and of the date, if known, on which the recipient or person fixing the child's residence left the first county. The first county shall also furnish the second county certified copies of evidence verifying points of eligibility which remain unchanged.

A new application (Form Ag, B1, CA 200) Certificate of Verification of Eligibility (Form Ag, B1, CA 201) shall be completed by the second county. The second county shall also determine the date residence was established in that county and verify continued need. (SEE SECTION 370-00, TRANSFER OF AID, FOR PROCEDURE IN NON-COUNTY TRANSFER CASES.)

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EXAMPLE C: A NON-COUNTY AID RECIPIENT WHO WOULD HAVE COMPLETED THE REQUIRED PERIOD OF COUNTY RESIDENCE IN COUNTY A ON SEPTEMBER 15, 1945, ESTABLISHES RESIDENCE IN COUNTY B ON AUGUST 15, 1945. IT IS AGREED THAT COUNTY B WILL GRANT AID ON A NON-COUNTY BASIS EFFECTIVE NOVEMBER 1, 1945. AID CONTINUES ON A NON-COUNTY BASIS BY COUNTY A. ON OCTOBER 23, 1945, BEFORE COUNTY B HAS COMPLETED ITS INVESTIGATION AND GRANTED AID, THE RECIPIENT ESTABLISHES RESIDENCE IN COUNTY C. COUNTY A NOTIFIES COUNTY C OF THE CHANGE OF RESIDENCE AND COUNTY C ACCEPTS AN APPLICATION AND GRANTS AID ON A NON-COUNTY BASIS AS SOON AS ADMINISTRATIVELY POSSIBLE. COUNTY A AND COUNTY C AGREE UPON A DISCONTINUANCE DATE BY COUNTY A. PAYMENT OF AID SHALL BE CONTINUOUS BUT IF THE RECIPIENT REMAINS IN COUNTY C AND IS OTHERWISE ELIGIBLE COUNTY C MUST GRANT AID NOT LATER THAN NOVEMBER 1, 1946 (THE FIRST OF THE MONTH FOLLOWING COMPLETION OF ONE YEAR'S RESIDENCE IN COUNTY C). (MAY 1, 1946, FOR AN ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE A RESIDENT OF CALIFORNIA.) COUNTY A CONTINUES PAYMENT OF AID ON A NON-COUNTY BASIS UNTIL COUNTY C GRANTS AID.

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If a recipient of non-county aid moves from the second county to a third county before completing one year's residence in the second county and before the second county has granted aid, the first county shall continue payment of non-county aid until such a time as it is administratively possible for the third county to grant aid but not later than the first of the month following the date on which the recipient has acquired one year's residence in the third county. (Six months for an ANB and APSB recipient who became blind while a resident of California.)

County financial participation begins as of the first day of the first month after the date upon which the required period of county residence is completed unless that be the first day of the month in which event participation shall begin on that day. (W&IC 1512, 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3075, 3090, 3431, 3432, 3460)

EXAMPLE A: A NON-COUNTY AID RECIPIENT RESIDING IN COUNTY A ESTABLISHED RESIDENCE IN COUNTY B, ON JUNE 1, 1945. COUNTY A SENT WRITTEN NOTIFICATION OF THE RESIDENCE CHANGE TO COUNTY B AND JULY 31, 1945, WAS AGREED UPON AS THE DATE AID WAS TO BE DISCONTINUED BY COUNTY A. COUNTY B TOOK AN APPLICATION ON JUNE 17, 1945, AND PROCEEDED WITH THE REQUIRED RESIDENCE AND NEED VERIFICATION. IN JULY THE BOARD OF SUPERVISORS IN COUNTY B GRANTED AID EFFECTIVE AUGUST 1, 1945. COUNTY B IS REIMBURSED ON A NON-COUNTY BASIS UNTIL MAY 31, 1946 (NOVEMBER 30, 1945, IN CASE OF AN ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE A CALIFORNIA RESIDENT). IF RESIDENCE CONTINUES IN COUNTY B, COUNTY FINANCIAL PARTICIPATION WILL BEGIN JUNE 1, 1946(DECEMBER 1, 1945, FOR AN ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE A CALIFORNIA RESIDENT).

EXAMPLE B: A NON-COUNTY AID RECIPIENT WHO WOULD HAVE COMPLETED THE REQUIRED RESIDENT IN COUNTY A ON JULY 6, 1945, ESTABLISHED RESIDENCE IN COUNTY B ON JULY 2, 1945. RESPONSIBILITY RESTS WITH COUNTY B TO ACCEPT AN APPLICATION AND GRANT AID AS SOON AS POSSIBLE. IF OTHERWISE ELIGIBLE, PAYMENT OF AID MUST BE CONTINUOUS AND COUNTY A AND COUNTY B SHALL AGREE UPON A DATE OF DISCONTINUANCE BY COUNTY A. IF THE RECIPIENT REMAINS A RESIDENT OF COUNTY B AND IS OTHERWISE ELIGIBLE, AID MUST BE DISCONTINUED BY COUNTY A NOT LATER THAN JULY 31, 1946 (THE FIRST OF THE MONTH FOLLOWING THE COMPLETION OF ONE YEAR'S RESIDENCE IN COUNTY B)(JANUARY 31, 1946, FOR ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE CALIFORNIA RESIDENT). AID MUST BE GRANTED BY COUNTY B NOT LATER THAN AUGUST 1, 1946. (FEBRUARY 1, 1946, FOR AN ANB OR APSB RECIPIENT WHO BECAME BLIND WHILE A CALIFORNIA RESIDENT.)

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The presumption is that residence in the second county starts upon the date of removal from the first county. If, therefore, it appears that a lapse of time occurred between the date of removal from the first county and the establishment of residence in the second county, the second county shall obtain residence evidence which will either support or refute the presumption that the period of time for the acquisition of required residence started upon the date of removal from the first county. Form Ag, Bl, CA 216, Affidavit of County Residence (or Ag, Bl, CA 204 when used), shall contain an adequate explanation of any lapse between date of removal and date of establishing residence in the second county. In completing section B of Form Ag, Bl, CA 215, Notification of Transfer, the second county shall take into consideration the effect of the change in living conditions or other changes which might affect the grant of aid.

The second county shall complete section B of Form Ag, Bl, CA 215, retain one copy, and return three copies to the first county together with Form Ag, Bl, CA 216 (or Form Ag, Bl, CA 204 when used) properly completed and attested, and such supplementary report as is necessary. (SEE SEC. 122-65 FOR BEGINNING DATE OF AID WHEN TRANSFERRED RECIPIENT MOVES TO THIRD COUNTY AND SEC. 122-70 FOR BEGINNING DATE OF AID WHEN NON-COUNTY AID RECIPIENT MOVES TO A SECOND OR THIRD COUNTY.)

Upon receipt of Form Ag, Bl, CA 215 and Form Ag, Bl, CA 216 (Form Ag, Bl, CA 204 when payment of non-county aid is involved) the first county shall complete and sign section C of Form Ag, Bl, CA 215. One copy shall be retained, one shall be sent to the second county, and one to the SDSW together with a certified copy of the Ag, Bl, CA 216 (Ag, Bl, CA 204 when non-county aid is involved).

The first county shall provide the second county with certified copies of:

1. Application (Form Ag, Bl, CA 200). When the application is one which was submitted before the certificate plan became effective, the date of beginning aid and of SDSW approval as stamped on the reverse of the application should be shown.

2. Certificate of Verification of Eligibility (Form Ag, Bl, CA 201). This is required only when the application was submitted under the certificate plan.

3. Verification of real and personal property holdings, including a report of the results of the two-year property search. If such search was not made either before aid began or during a subsequent reinvestigation, the results of a property search for the two-year period prior to the effective date of the transfer shall be substituted. (SEE SECTION 135-40, REAL PROPERTY SEARCH)

4. Verification of the required State residence. (In ANB and APSB this shall consist of at least two Affidavits of Residence (Form Bl 22).) (SEE FORM BL 221 IN SECTION 250-99, FORMS USED IN INVESTIGATION PROCEDURES.)

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370-00 TRANSFER OF AID 370-00
OAS, ANB, APSB, ANC

When the residence of a regular or a non-county recipient of OAS, ANB, or APSB, or a child on whose behalf ANC is paid, is established in another county in the State, inter-county transfer arrangements shall be initiated. (SEE SECS. 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.)

The following procedure provides a method of notification between counties which will insure continued receipt of aid when residence has been changed from one county to another in this State. The counties involved hereinafter are designated as follows: first county, the county which is currently paying aid; second county, the county to which residence has been changed; third county, any subsequent county to which residence may be changed prior to completion of one year of residence in the second county.

Notification of Transfer (Form Ag, Bl, CA 215) shall be prepared in quintuplicate by the first county, section A being completed in full. One copy shall be retained and four copies shall be sent to the second county as soon as administratively possible after the first county learns of the recipient's removal to the second county. The first county shall supply the second county with any pertinent information other than that shown in section A of Form Ag, Bl, CA 215 and request any specific information desired. (SEE FORM AG, BL, CA 215 IN SEC. 370-99, FORMS USED IN TRANSFER PROCEDURES.) In all transfer cases the first county shall advise the second county of the recipient's residence status in the first county; i.e., regular recipient or non-county recipient. If non-county, the date residence was established in the first county shall be shown.

The first county shall send Notification to Recipient Who Changes County Residence (Form Ag, Bl 217) to the recipient in OAS, ANB and APSB at the time section A of Form Ag, Bl 215 is completed. In ANC, Notification Concerning Change of County Residence (Form CA 217) shall be sent, when section A of Form CA 215 is completed, to the person determining the child's residence unless the child's county residence is determined by his own physical presence in which case the notification shall be sent to the person responsible for the child's care. The notification informs the person of future county procedure and of his own responsibilities if delay or interruption of aid is to be avoided.

Upon receipt of the Form Ag, Bl, CA 215, the second county shall make a home call to verify the presence of the recipient, or of the child or person determining the child's residence, in the county and to secure the completed Affidavit of County Residence (Form Ag, Bl, CA 216). (When non-county aid is to be granted by the second county Form Ag, Bl, CA 204, Applicant's Affidavit of Intent as to Residence, shall be secured in place of Ag, Bl, CA 216, to substantiate the date residence was established in the second county.) Exception: The requirement of a home visit may be waived when there are not reasonably adequate public transportation facilities to the home. An interview shall be held elsewhere and implemented by verifications secured through collateral sources. The case record shall set forth the conditions which made a home visit impossible.

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The second county shall:

1. Secure a new application (Form Ag, Bl, CA 200) to be retained in the county file. (SEE SECTION 201-25, WHEN APPLICATION TO BE TAKEN.)

2. Complete the Certificate of Verification of Eligibility (Form Ag, Bl, CA 201) in the same manner as for any new application and forward it to the SDSW not later than 15 days after action by the board of supervisors.

It is possible that evidence which verified eligibility when the application was submitted by the first county will be inadequate upon review by current standards. In order that there may be no question as to current eligibility the second county should attempt to strengthen any evidence which is now substandard unless the passage of time leaves no question regarding current eligibility. For example, supporting evidence of residence as accepted when aid originally began need not be strengthened in the case of a recipient of OAS who has received aid during the five-year period preceding the granting of aid through the second county.

When the responsibility for payment of aid is transferred from one county to another county, the beginning date of aid in the second county may antedate the signing of the application in the second county. The person concerned shall not lose his aid because the application has not been signed prior to the date on which the second county is responsible for payment of aid. (SEE SECTIONS 122-50, REMOVAL FROM COUNTY OF RESIDENCE, 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY, AND 122-70, REMOVAL OF NON-COUNTY AID RECIPIENTS.)

Should a regular OAS or ANB recipient, or in APSB a non-Federal recipient having residence in a second county establish residence in a third county before completing one year of residence in the second county, the second county has no responsibility for payment of aid. In ANC, this applies if the child's residence changes from the second to a third county prior to the completion of one year's residence in the second county. The first county continues to be responsible for the payment of aid on a participating basis until the end of the month following completion of a one-year period from the date residence in the second county was established, (unless the change of residence took place on the first day of the month). (FOR EXCEPTION SEE SECS. 122-53 AND 122-54, DISCONTINUANCE AND RESTORATION OF AID DURING TRANSFER PERIOD.) The first county shall notify the third county of the change in county residence and request the second county to forward to the third county such certified copies of documents as were furnished the second county by the first county at the time transfer arrangements were made with the second county. Transfer arrangements shall be entered into with the third county and wherever possible the third county shall grant aid on a non-county basis effective the first of the month following completion of one year's residence outside the first county. (When non-county aid is to be granted by the third county, Form Ag, Bl, CA 204, Applicant's Affidavit of Intent as to Residence, shall be secured in place of Ag,Bl,CA 216 to substantiate date residence was established in the third county and the date residence was established outside the first county.)

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Prior to the certificate plan certain evidence was submitted to the SDSW with the application. If copies of evidence submitted to the SDSW in the past were not retained in the county file, the original evidence or certified copies of evidence in the SDSW files will be forwarded upon request.

5. Letters of Guardianship or in OAS, ANB and APSB Summary of Letters of Guardianship (Form DPA 5) or in ANC Summary of Information from Documentary Evidence (Form CA 203) where applicable.

In the years that have elapsed since the enactment of the first laws covering OAS, ANB and ANC standards of evidence have improved, and it is possible that some of the evidence acceptable during an earlier period has been found to be inadequate when reviewed by current standards. If evidence to support that originally used to establish eligibility has been secured, copies of it are also forwarded.

6. The following evidence varying in accordance with the category of aid.

In OAS:

a. Age and citizenship evidence which established eligibility.

b. Responsible Relative Forms (Form Ag 225); i.e., the last form completed by each responsible relative.

In ANB and APSB:

a. Physician's Report of Eye Examination (Form Bl 227).

b. Notification to County of Necessity for Reexamination of Eyes (Form Bl 515).

c. Responsible Relative Forms (Form Bl 225); i.e., the last form completed by each responsible relative.

In ANC:

a. Birth evidence.

b. Documentary evidence which established the classification under which aid was granted. (SEE SECTION 351-60, REINVESTIGATION OF CLASSIFICATION)

In all transfer cases Notification of Effective Date of Transfer (Form Ag, Bl, CA 218) shall be sent to the recipient (in ANC to the person determining the child's residence, or the person responsible for the child's care). When a regular recipient is being transferred from the first county to the second county the notification shall be sent not later than three months prior to the effective date of the transfer. In non-county aid transfers, the notification shall be sent immediately upon completion of the transfer arrangements. (SEE FORM AG, BL, CA 218, IN SECTION 370-99, FORMS USED IN TRANSFER PROCEDURES.)

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370-05 MEDICAL CARE FOR REGULAR RECIPIENT DURING TRANSFER PERIOD 370-05
OAS, ANB, APSB, ANC

The county to which a regular recipient of OAS, ANB, or APSB has removed shall provide the necessary medical and/or hospital care if needed during the one year period of establishment of residence. The county may demand payment of the county granting the aid in an amount not exceeding the cost thereof. It shall be a proper charge and the duty of the county granting aid on a participating basis to pay such medical care and/or hospital charges. (W&IC 2140, 2200, 3090, 3450)

In ANC, the county to which a child receiving aid on a regular basis has removed, shall provide necessary medical and/or hospital care during the one year period of establishment of residence. Except in emergency cases the county giving such care shall give immediate notice to the county granting ANC. This county shall accede to the plan of the county giving medical or hospital care within thirty days of receipt of notice or shall submit an adequate substitute plan. If such county fails so to do within thirty days, the county offering medical and hospital care may proceed to demand payment for such care from the county granting aid. Cost of such care shall be a proper charge upon the county granting aid if such aid is being paid on a participating basis. (W&IC 1527, 1560)

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If it is administratively impossible for the third county to secure an application and grant aid effective the first of the month following completion of one year's residence outside the first county, the first county shall continue aid and arrange with the third county a discontinuance date which will permit continuous payment of aid. To substantiate the first county's adjustment in claim from a participating basis to a non-county basis, the first county shall submit to the SDSW the completed Form Ag, B1, CA 215, Notification of Transfer (between first and third counties) and a certified copy of Form Ag, B1, CA 204, Applicant's Affidavit of Intent as to Residence. The third county shall grant aid as soon as administratively possible. In no event may the first county continue non-county aid beyond the first of the month following the date on which the recipient has acquired one year's residence in the third county. (Six months in case of an ANB or APSB recipient who became blind while a California resident.) (SEE SEC. 122-65, REMOVAL OF TRANSFERRED RECIPIENT TO A THIRD COUNTY.)

The first county should notify the SDSW by letter should the transfer arrangements be cancelled for reason other than discontinuance of aid, giving the reason for cancellation. If aid is discontinued before the transfer becomes effective, notification by letter is unnecessary as the Notice of Change reporting the discontinuance is sufficient. (W&IC 1527, 1560, 2140, 2200, 3075, 3090, 3450, 3460)